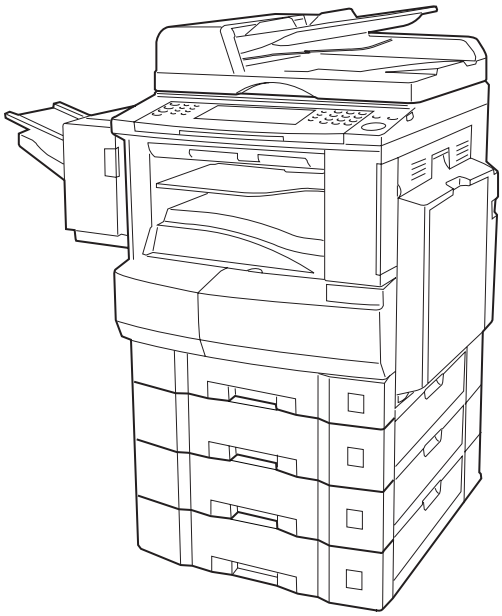
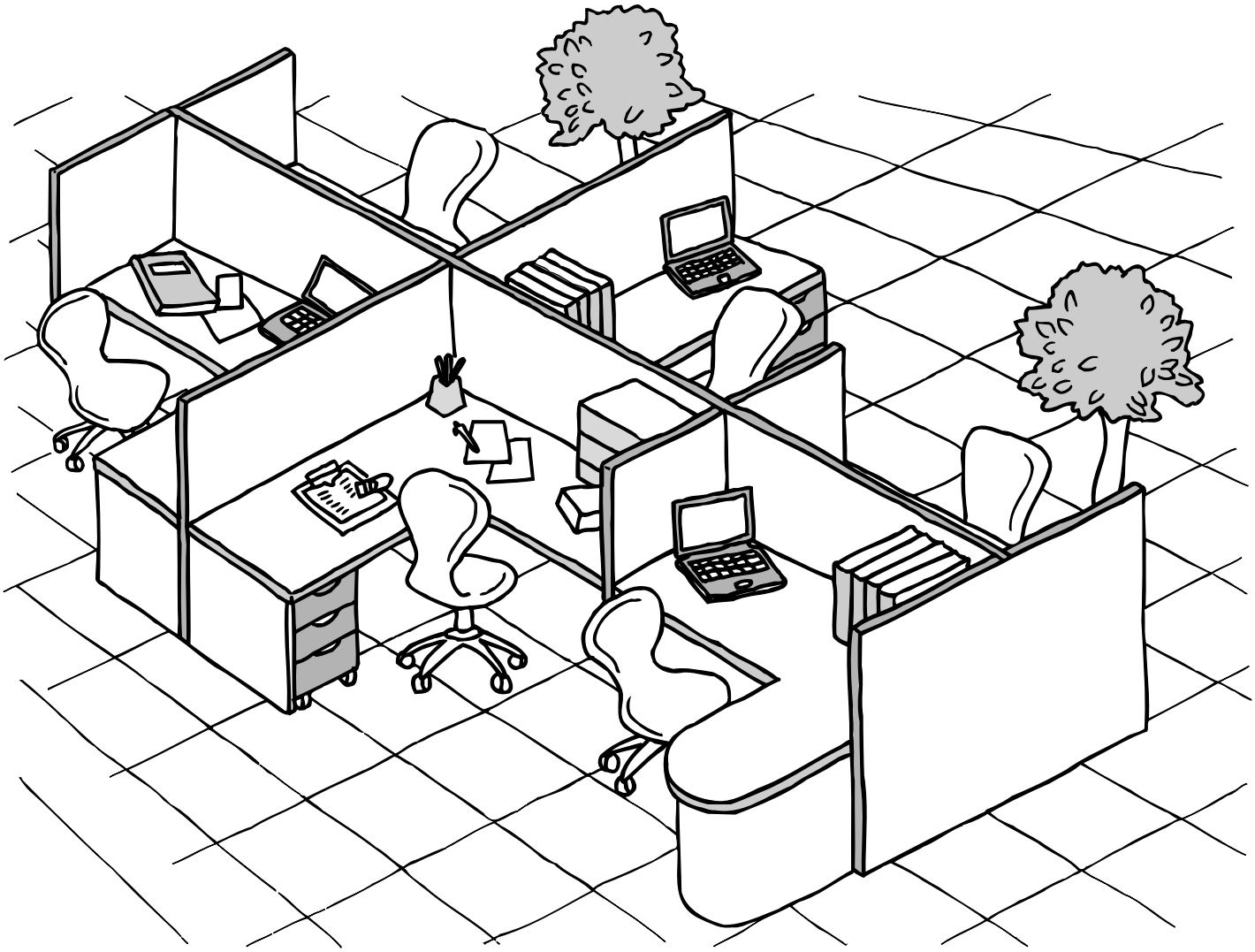


Panasonic®

Digital Imaging Systems
Operating Instructions
(For Copy & Network Scan Functions)

Model No. DP-2330/3030
with Options



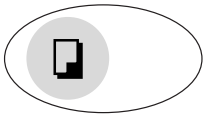
WORKIO™

Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

English

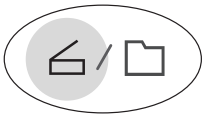
Getting To Know Your Machine

Useful Office Functions



Copy

- Copy up to Ledger size.
- Capable of copying text/photos/ halftone originals.

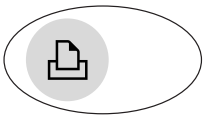


Scan/File

- Monochrome scanner capability when optional Network Scanner Module (DA-NS600) is installed.
- Scanning resolution up to 600 dpi.
- A document can be saved to, or retrieved from the Network Server with this Digital Imaging System.

Fax/Email

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG300) is installed.
- Quick-Scan
- Quick Memory Transmission
- Email Function capability when optional Internet Fax/E-Mail Module (DA-NF600) is installed.



Print

- Digital printer controller standard, printer resolution 300 or 600 dpi.

Application Software

- Document Manager
- Document Viewer
- Document Network Scanner*
- Utilities (Network Status Monitor, Address Book Editor, Device Configuration Editor)

* Document Network Scanner is only available when the optional Network Scanner Module (DA-NS600) is installed.

Multi-Tasking Job Table

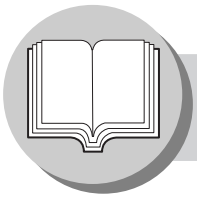
Current Job / 2nd Job	Copy	Concurrent Copy*		Network Scanning		GDI/PCL/PS Printing		Facsimile (Sending)		Facsimile (Receiving)	
		Storing Document	Printing	Storing Document	Transmission to PC	Receiving Data	Printing Received Data	Storing Document	Memory Transmission	Memory Receiving	Printing Received Memory Data
Copy											
Copy	—	—	×	—	—	●	△	—	●	●	△
Concurrent Copy*											
Storing Document	—	—	●	—	—	●	●	—	●	●	●
Printing	—	—	☆	—	●	●	□	—	●	●	☆
Network Scanning											
Storing Document	—	—	—	—	—	●	●	—	●	●	●
GDI/PCL/PS Printing											
Receiving Data	●	●	●	●	●	●*	●	●	●	●	●
Printing Receive Document	☆	☆	☆	●	●	●	☆	●	●	●	☆
Facsimile (Sending)											
Storing Document	—	—	—	—	—	●	●	—	●	●	●
Memory Transmission	●	●	●	●	●	●	●	●	×	×	●
Facsimile (Receiving)											
Memory Receiving	●	●	●	●	●	●	●	●	×	—	●
Printing Received Memory Data	☆	☆	☆	●	●	●	☆	●	●	●	☆

● : Accepts and executes 2nd Job.
△ : Accepts and executes 2nd Job (Copy) only if Current Job has been interrupted.
☆ : Accepts 2nd Job and executes the 2nd Job after Current Job has completed.
□ : Accepts 2nd Job (Concurrent copy printing) and executes the 2nd Job after Current Job (Printing from PC data) has stopped, or at the end of a printing Copy (Electronic/Rotate/Shift/ Staple Sort) or the end of a printing Group (Rotate/Shift Stack). After 2nd Job has completed, the remainder of Current Job will restart.
Example:
Current Job (PC print): 2 pages x 2 copies with staple sort; 2nd Job (Concurrent Copy): 1 page
> After one operator sets Current Job, another operator sets 2nd Job. ① 2 pages print stapled (PC print); ② 1 page prints (Concurrent Copy); ③ 2 pages print stapled (PC print)
× : Does not accept the 2nd Job.
— : None

NOTE

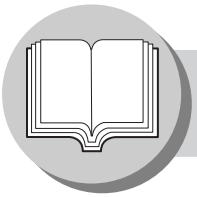
*: HDD (DA-HD30) and additional 16MB (minimum) Image memory are required.

Operating Instructions Outline



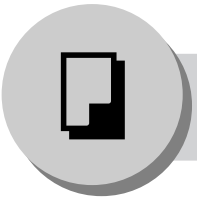
Getting To Know Your Machine

- Precautions (See pages 7-13)
- Quick Operation Chart (See pages 14 and 15)
- Adding Paper, Replacing the Toner Bottle, Removing a Misfed Paper and Error Codes (See pages 14-21)



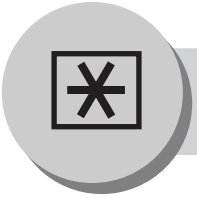
Before Starting

- Control Panel Key/Button/Indicator Names (See pages 23-25)



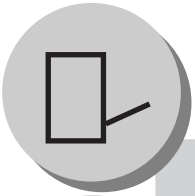
Making Copies

- Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display (See pages 26-55)



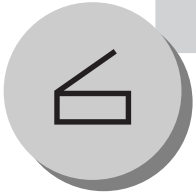
Function

- Changing the Initial Machine Modes
- Copy, Printer, Scanner (Option) and Fax/Internet Fax (Option) (See pages 56-69)
- Combined Function Table (See page 70)



Options

- Accessories (Components); Options and Supplies (See page 71)
- 1-Bin Finisher (DA-FS300) (See page 41)
- Network Scanner (DA-NS600) (See pages 72 and 73)



Problem Solving

- Troubleshooting (See pages 74 and 75)
- Replacing the Battery/Set the Date and Time (See pages 76 and 77)

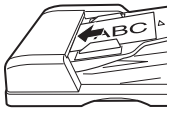
Others

- Specifications, and Index (See pages 78-81)

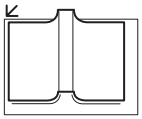
Getting To Know Your Machine

Symbols/Icons

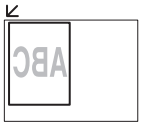
The following Symbols/Icons are used throughout this operating instructions manual.



Place original(s) on the ADF



Place original(s) on the Platen (Book)



Place original on the Platen (Sheet)

Press any Hard Key on the control panel or touch any Button on the touch panel display

Press Hard Key

Touch any Button

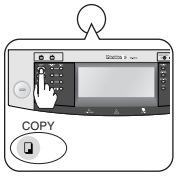
Input numbers

● Number of Copies, etc.

Input text with a keyboard

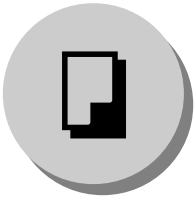
Go to next step

Go to next step (below)

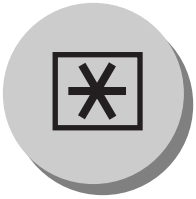


Setting any function(s) if required

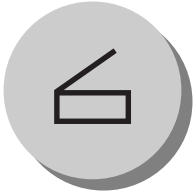
Getting to know your machine
Before starting



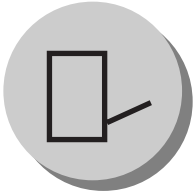
When making copies



When setting the machine modes



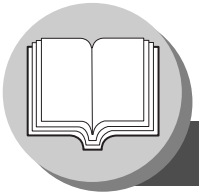
Options
(ex.: Network Scanner)
For scanning document(s)



Options
(ex.: 1-Bin Finisher)

Problem solving

Others
(Specifications, Index)



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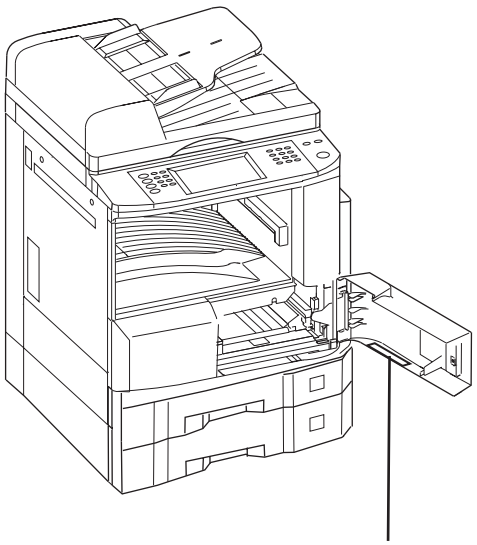
Getting To Know Your Machine

Precautions

■ Laser Safety

LASER SAFETY
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.
CAUTION:
USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

■ Caution Label



- **DANGER** : Invisible laser radiation when open and interlock defeated. AVOID DIRECT EXPOSURE TO BEAM.
- **CAUTION** : Invisible and hazardous laser radiation when interlocks defeated. AVOID EXPOSURE TO BEAM.
- **ATTENTION** : Rayonnement laser invisible dangereux lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.
- **VORSICHT** : Unsichtbare Laserstrahlung, wenn Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.
- **PELIGRO** : Cuando se invalida el bloqueo,se producen radiaciones invisibles de láser. EVITESE LA EXPOSICION DIRECTA A TALES RAYOS.
- **VAROI** : Näkymätöntä ja vaarallista lasersäteilyä suojalukitus ohitettaessa. Vältäsuoraa altistumista säteelle.
- **ADVARSEL** : USYNLIG LÅSERSTRALING NÅR SIKKERHEDSAF-BRYDERE ER UDE AF FUNKTION. UNDGÅ UDSETTELSE FOR STRÅLING.
- **ADVARSEL** : USYNLIG LÅSERSTRALING NÅR SIKKERHEDS-LÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.
- **VARNING** : OSYNLIG LASERSTRÅLNING NÄR SPÄRRAR.ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **注意** : 为防止激光照射，当连接本机时，请勿暴露在光柱下。
- **주의** : 연결장치가 고장 났을 때에는 눈에 보이지않고 위험한 레이저 방사선이 빛에 직접 닿지않도록 해 주십시오.

FBS8902

For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-2330/3030 to ensure proper and safe operation of your machine.

■ This section explains the graphic symbols used in this Operating Instructions manual.

WARNING:
Denotes a potential hazard that could result in serious injury or death.

CAUTION:
Denotes hazards that could result in minor injury or damage to the machine.

■ This section also explains the graphic symbols used in this Operating Instructions manual.

These symbols are used to alert operators to a specific operating procedure that must not be performed.

These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.

Installation and Relocation Cautions

CAUTION

Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.

Do not place the machine in a hot, humid, dusty or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.

Place the machine on a level and sturdy surface that can withstand a weight of 158 lb (72 kg). If tilted, the machine may tip-over and cause injuries.

When relocating the machine, contact your Service Provider.

When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord attached, it can cause damage to the cord which could result in fire or electric shock.

Power and Ground Connection Cautions

WARNING

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat and eventually cause fire over an extended period of time.

Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.
● 120 V/15 A
If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.

Do not attempt to rework, pull, bend, chafe or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause fire or electric shocks.

Never touch a power cord with wet hands. Danger of electric shock exists.

If the power cord is broken or insulated wires are exposed, contact your Service Provider for a replacement. Using a damaged cord can cause fire or electric shocks.

Stop operation immediately if your machine produces smoke, excessive heat, unusual noise, or smell, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch Off and unplug the machine, and contact your Service Provider.

Do not disconnect or reconnect the machine while it is on. Disconnecting a live connector can deform the plug and cause fire.

When disconnecting the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it and cause fire or electric shock.

When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakage or fire.

Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.

Be sure to switch Off and unplug the machine before accessing the interior of the machine for accessing interface cables, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.

Once a month, unplug the machine and check the power cord for the following. If you notice any unusual condition, contact your Service Provider.

- The power cord is plugged firmly into the receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

Others

■ The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, switch Off the machine. Disconnect the power cord from the machine and reconnect only when the lightning has stopped.

■ If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.

- Move the machine and the TV and/or radio away from each other.
- Reposition or reorient the machine and the TV and/or radio.
- Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
- Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
- Use a coaxial cable antenna.

Operating Safeguards

⚠ WARNING

Do not touch areas where these caution labels are attached to, the surface may be very hot and may cause severe burns.

Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or shock hazard.

Do not place any metal parts such as staples or clips on the machine. If metal and flammable parts get into the machine, they can short-circuit internal components, and cause fire or electric shocks.

If debris (metal or liquid) gets into the machine, switch Off and unplug the machine. Contact your Service Provider. Operating a debris-contaminated machine can cause fire or electric shock.

Never open or remove machine covers that are secured with screws unless specifically instructed in the "Operating Instructions". A high-voltage component can cause electric shocks.

Do not try to alter the machine configuration or modify any parts. An unauthorized modification can cause smoke or fire.

Precautions

⚠ CAUTION

Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.

Do not use a highly flammable spray or solvent near the machine. It can cause fire.

When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.

Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately, and contact your Service Provider.

Do not use conductive paper, e.g. folding paper, carbonic paper and coated paper. When a paper jam occurs, they can cause a short circuit and fire.

Do not place any heavy object on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.

Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.

When copying with the document cover open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or damage.

Pull out paper trays slowly to prevent injuries.

When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your Service Provider.

Others

■ When clearing a paper jam or other fault, follow the appropriate procedure given in the Operating Instructions.

Consumable Safeguards

⚠ WARNING

Never throw a toner cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.

Never throw toner or a waste toner container or a toner cartridge into an open flame. It can cause an explosion and you can get burnt.

Keep button batteries/stamp out of the reach of children. If a button battery/stamp is swallowed accidentally, get medical treatment immediately.

⚠ CAUTION

Never heat the drum cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.

Do not mix new and old batteries together. Otherwise, batteries can burst or leak, causing fire or injuries.

Be sure to use the specified type of batteries only.

Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

For Your Safety

■ The maximum power consumption is 1.45 kW.
A properly wired (grounded), dedicated, 15A, 120V AC outlet is required. Do not use an extension cord.
The power cord on this machine must be used to disconnect the main power.
Please ensure that the machine is installed near a wall outlet and is easily accessible.

Caution Note: Unplug the power cord from the wall outlet before removing covers.

Supplies

■ Store the Toner Cartridge and paper in cool areas with low humidity.
- Use high quality 16 - 24 lb (Sheet Bypass: 15 - 35 lb) paper.
- For optimum performance, it is recommended that only Panasonic Brand supplies are used in the machine.
- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorized Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)
- Panasonic recommends using high quality 16 - 24 lb paper, using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.

■ Use of other than genuine Panasonic supplies can damage the printer. This may void the warranty of the printer and supplies. Be sure to use only genuine Panasonic Toner (DQ-TU15E) designed for the machine.

Installation

■ The machine should not be installed in areas with the following conditions:
- Extremely high or low temperature and humidity.

Ambient conditions Temperature: 50 – 86 °F
Relative humidity: 30 – 80 %

- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- In areas of high dust concentration.
- In areas with chemical fume concentration.
- With unstable or uneven conditions (floors, etc.).
- Directly in the air conditioning flow.
- In areas of poor ventilation.
- In areas with extreme vibration.

Illegal Copies

It is unlawful to make copies of certain documents.

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy.
In case of doubt, contact your legal counsel.

Notice:
Install your machine near a supervised area to prevent illegal copies from being made.

Ventilation

■ The machine should be installed in a well-ventilated area to minimize the ozone density in the air.

WARNING For USA

FCC WARNING:
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations.

For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: <http://www.eiae.org >.

Handling

■ Do not turn the Power Switch Off or open the Front Cover during copying/printing.

■ Sleep/Shutdown Mode Notice
- ● The following functions will not work if the Sleep/Shutdown Mode setting is set to the Shutdown mode.
  When using any of the following functions, we recommend that you leave the Sleep/Shutdown Mode in the initial factory default setting (Sleep mode). (See page 61)
  - • Printer Function (USB Local and Network Connections)
  - • Internet Fax/Email Function (Option)
  - • Facsimile Function (Option)
    When the LAN cable is not connect and DHCP Default is "Yes" (See page 62)

■ Key Operator Password
- ● The Initial Machine Modes can be checked or changed with the Function Modes, however, these modes require the Key Operator Password.

  For Key Operator : When setting up this machine, please consult with the authorized service provider, and decide on the Key Operator Password together, then record it and keep it in a safe place for future reference.

■ Dept. (Departmental) Code
When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on the LCD Display. A registered Department Code (1 to 8-digit) is required to gain access to each secured function, or the secured Copy/Fax/Scanner function(s) cannot be used. Please consult with the Key Operator regarding the Department Code(s) for the desired function.

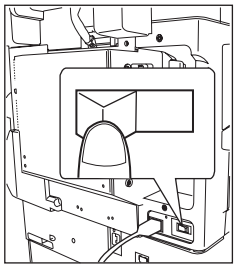
Procedures :
① Input a registered department code (1 to 8-digit).
② Press the SET or START Key.

■ Number of Copies
The maximum number of copies is up to 999 (3 digit with keypad). During the copy mode, if you input 4-8 digit numbers, they will be interpreted as being a phone number and displayed on the LCD, then the machine will switch to the Fax mode.

■ Memory Full
If the memory becomes full during original scanning, the message “MEMORY FULL CONTINUE? 1:YES 2:NO” will be displayed on the LCD. If this occurs, follow the instructions on the LCD. If this occurs frequently, adding optional memory is recommended, consult with an authorized service provider.

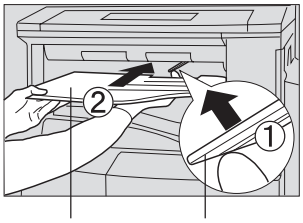
■ Maximum Copies Limitation
After setting the maximum allowed number of copies for each department (see page 69), consult with your Key Operator when the total copy count reaches the designated limit and the “DEPT.MAXIMUM COPIES HAS BEEN REACHED” message appears on the LCD.

■ Power Switch
If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Left Side of the machine and wait 10 seconds then, turn OFF the Main Power Switch on the Back Side of the machine.



■ Auto Reset Time
As the initial setting for Auto Reset Time is 1 minute, selected default operation mode backs to default operation mode after 1 minute. If you wish to change Auto Reset Time, consult your Key operator. (See page 61)

■ Inner Tray Notice
Under normal operation, it is not necessary to remove this Inner Tray. If this tray is removed, lift up the Paper Holder while reinstalling the tray to prevent damaging it.



Inner Tray **Paper Holder**

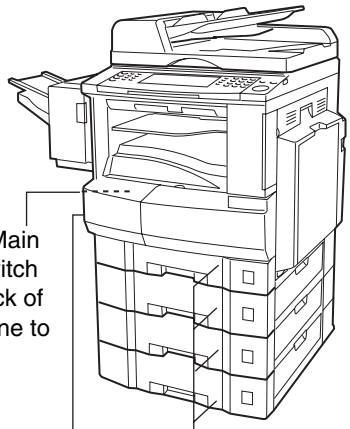
■ Hard Disk Deletion
There is a possibility that the machine may retain image data on the Hard Disk Drive. The Hard Disk Deletion function overwrites the entire image data area with fixed data at Medium and with random data at High security level setting respectively. However, the FAX/IFAX Address Book* data will not be overwritten.
(* Refer to the Operating Instructions for Facsimile and Internet Fax/Email Functions)

While this function is executing, other functions will not be accepted. The overwriting may require more time when this function is set to a higher security level (Medium or High).
Once the execution of this function starts, the process can only be cancelled by turning the Sub Power Switch to the OFF position.

Getting To Know Your Machine

Operation Chart

■ Quick Operation Chart

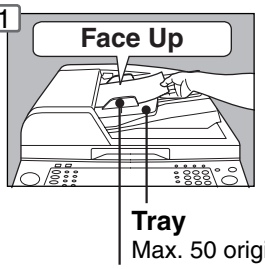


Turn the Main Power Switch on the back of the machine to the ON position.

Turn the Power Switch on the Left side of the machine to the ON position.

Load Paper

From ADF

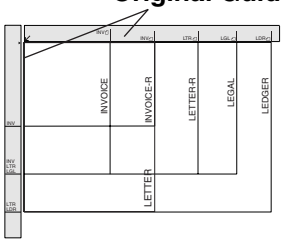


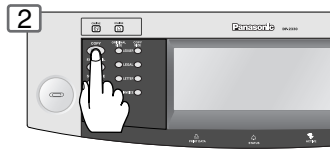
Tray
Max. 50 originals*

or

From Platen

Original Guides
Adjust to the original's width





COPY

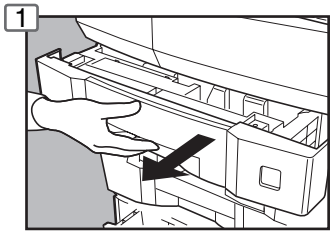
If set in other function mode

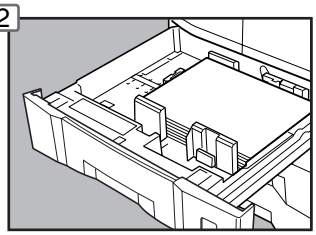
*30 originals (Legal/Ledger)

Face Down

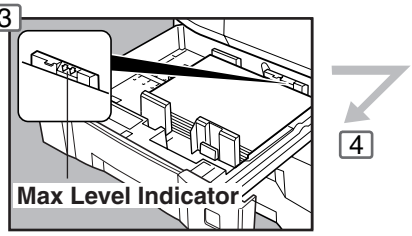
- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than Invoice size, position the original within the Invoice area and select Invoice.

● Adding Paper (Paper Tray)

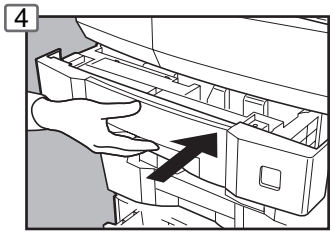




Paper Weight: 16-24 lb



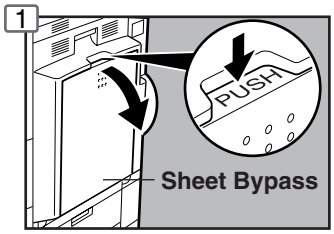
Paper Capacity: 550 Sheets (20 lb)

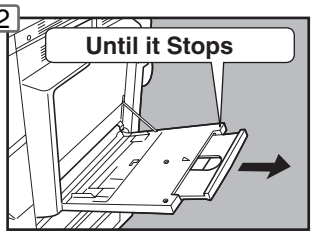


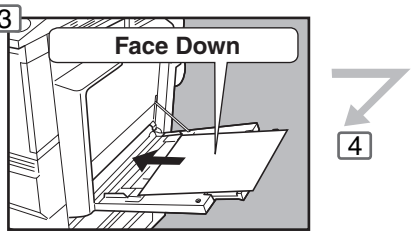
NOTE:
When changing the paper size, refer to page 66.

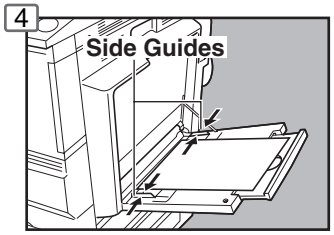
● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.







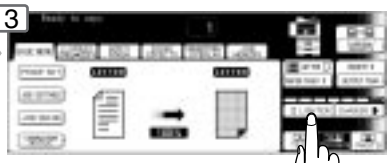


Adjust the side guides.
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

NOTE:
If the paper size is not detected, remove paper and press Reset Key. Then, load the paper again.

Load Paper
(Do not exceed limit mark)

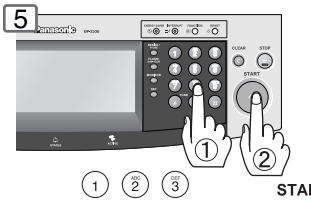
Approximately up to 50
Letter size sheets/20 lb
Paper Weight: 15-35 lb
To add paper to the Sheet Bypass, remove the paper left on the tray, and align it with the added paper and load them together onto the tray.



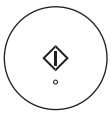
Select desired settings

COPY SIZE

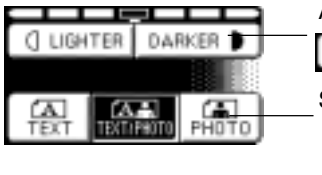
Reduction/ Enlargement only
(See page 28)



START



Number of Copies
(Max. 999)



Adjust the Manual Exposure

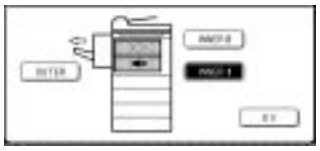
LIGHTER or DARKER

Select type of Original(s)

TEXT Mainly Text

TEXT/PHOTO Text and Photo combined

PHOTO Mainly Photo



Select the Exit Destination

INNER 1 Receiving Tray (Lower)

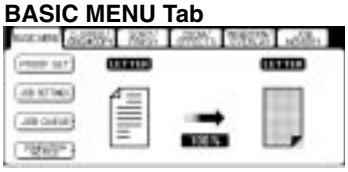
INNER 2 Receiving Tray (Upper)

OUTER Tray/1-Bin Finisher (External)

• INNER 2 and OUTER are only available when the optional Inner Tray or Exit Tray/1-Bin Finisher is installed.

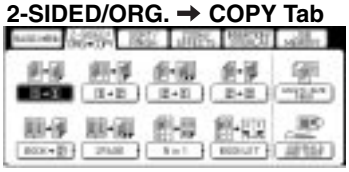
Copy Jobs

BASIC MENU Tab



(See pages 26-33)

2-SIDED/ORG. ➡ COPY Tab

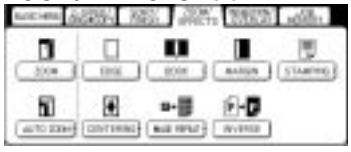


(See pages 34-39)

SORT/FINISH Tab

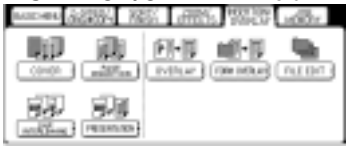
(See pages 40 and 41)

ZOOM/EFFECTS Tab



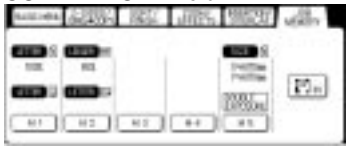
(See pages 42-47)

INSERTION/OVERLAY Tab



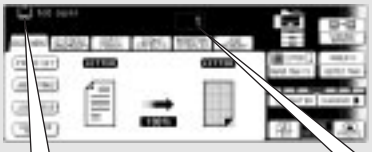
(See pages 48-51)

JOB MEMORY Tab

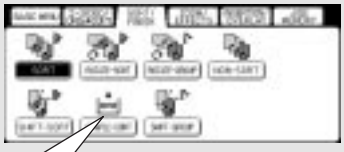


(See pages 52 and 53)

■ Problem Solving



Removing a Misfed Paper
(See pages 18-21)



Adding Paper
(See page 14)

Replacing Toner Bottle
(See page 16)

Replacing Toner Waste Container
(See page 16)

UXX

EXX

User Error Code
(See page 16)

Machine Error Code
(Call your Service provider)

Replacing Staple Cartridge
(See page 16)

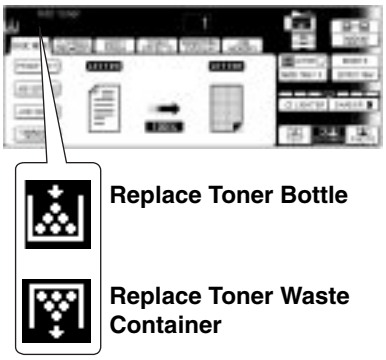
● When the optional 1-Bin Finisher (DA-F300) is installed.

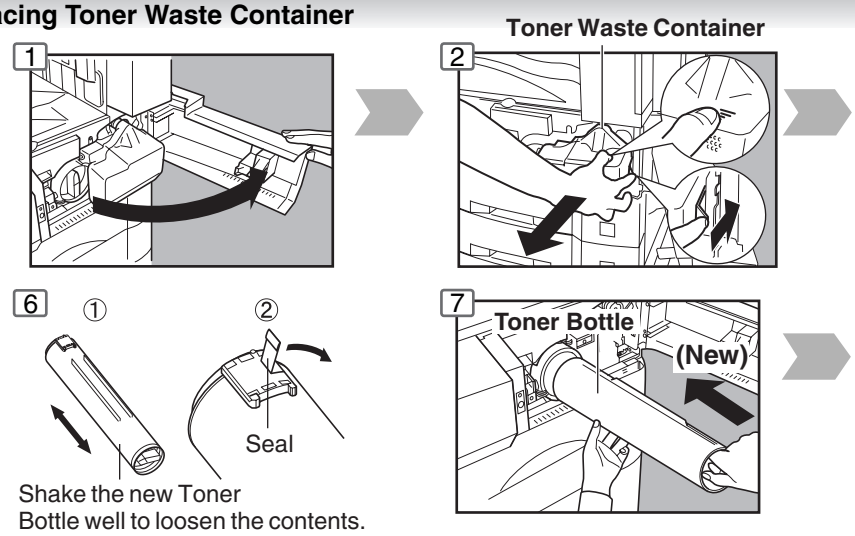
Getting To Know Your Machine

Operation Chart

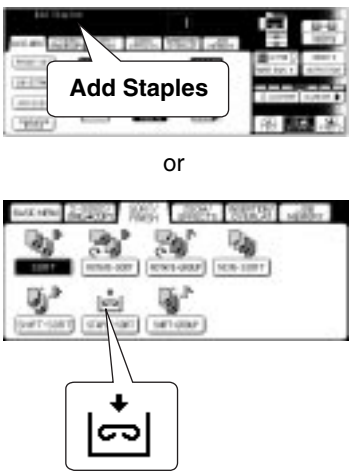
■ Problem Solving

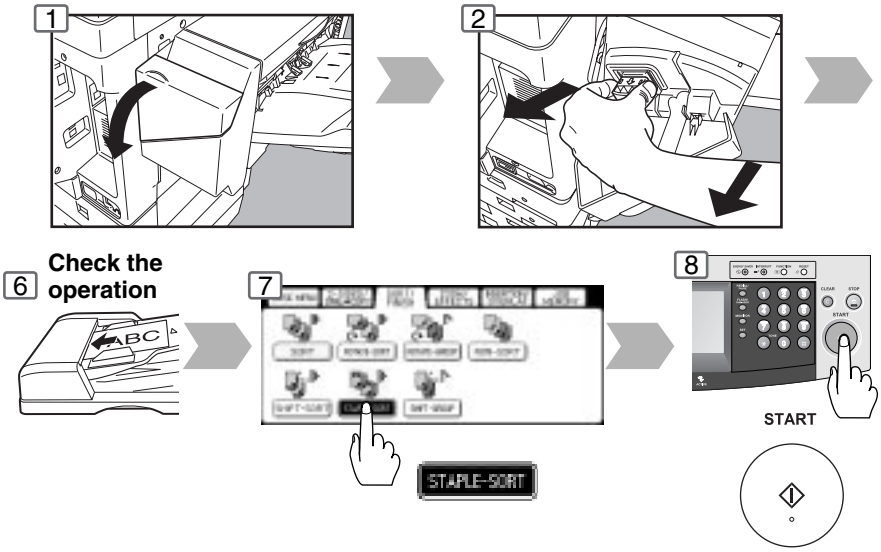
● Replacing Toner Bottle/Replacing Toner Waste Container



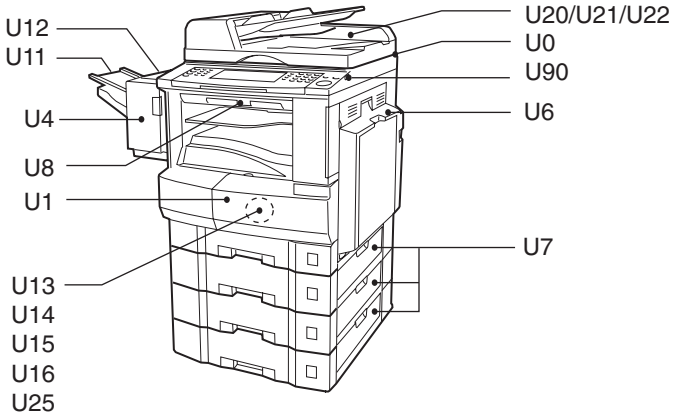


● Replacing the Staple Cartridge (When optional 1-Bin Finisher is installed.)

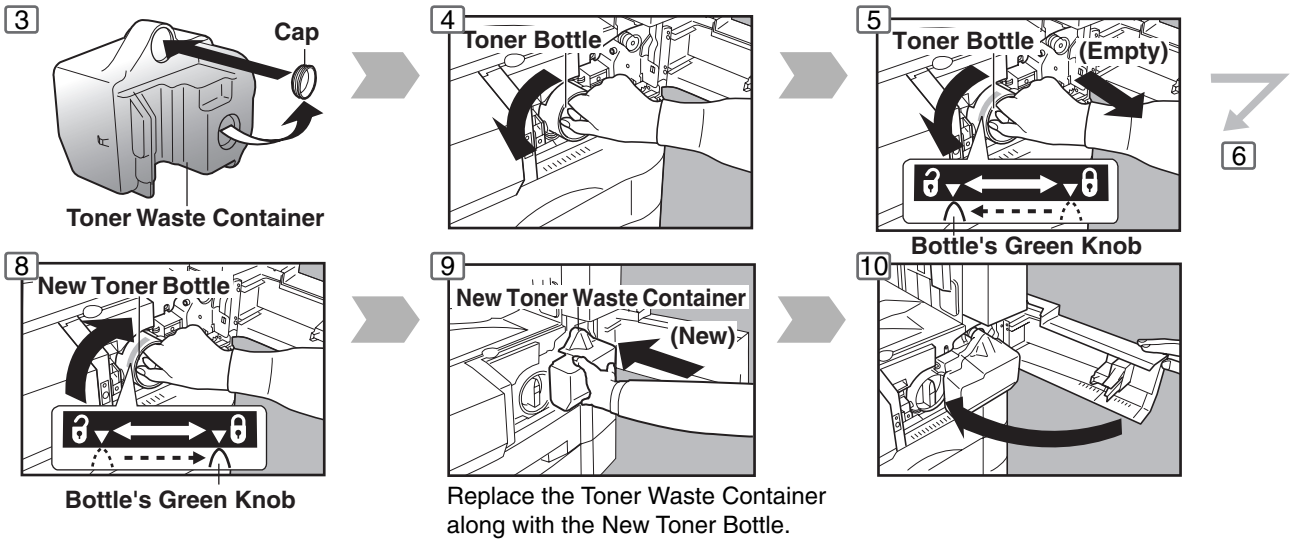




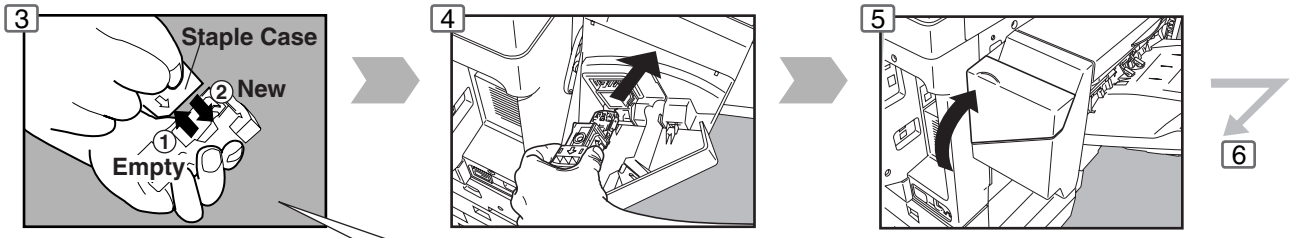
● User Error Codes (U Code)



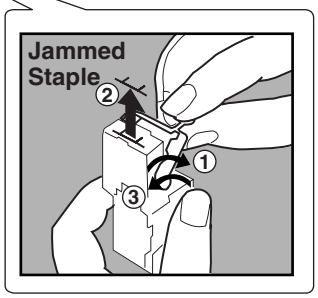
Code	Check Points
U0	Contact your Key Operator. • Key Counter is not installed. • Department ID Code is not entered.
U1	Front Cover is open.
U4	1-Bin Finisher is separated from the machine.
U6	Right Cover is open.
U7	Feed Cover 1/2/3 is open.
U8	Transport Cover is open.



Replace the Toner Waste Container along with the New Toner Bottle.



Staple Cartridge FQ-SS32



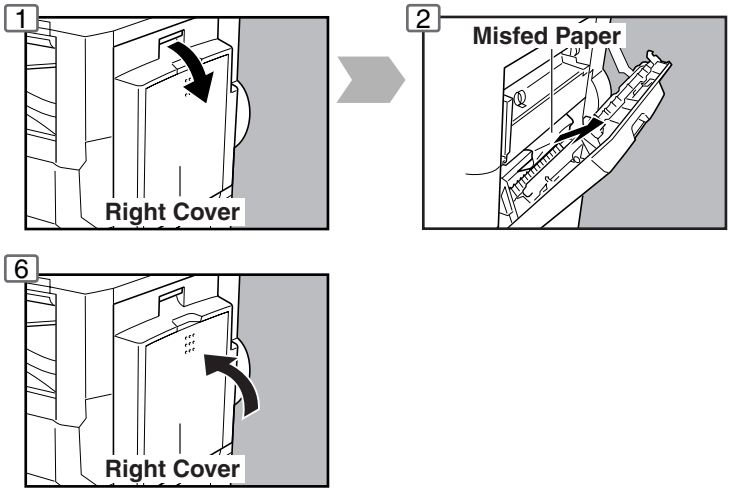
When the Staple is jammed

- The following message will be displayed on the Touch Panel Display:
  "Can Not Complete Confirm Staple Unit"

Code	Check Points	Code	Check Points
U11	Paper remains in the Finisher Bin.	U20	ADF Cover is open.
U12	Finisher Staple Cover/Top Cover is open.	U21	ADF is opened while scanning from ADF.
U13	Low Toner.	U22	ADF Exit Unit is open.
U14	Toner Waste Container is full.	U25	Shake Toner Bottle well.
U15	Toner Waste Container is not installed.	U90	Battery requires replacement.
U16	Call your Service provider.		(See page 76)
U18	Total Copy Count reached the limit, consult your Key Operator.		

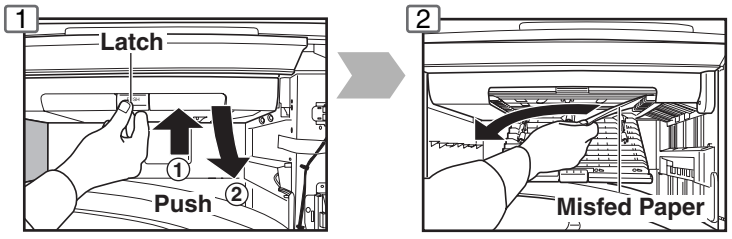
■ Problem Solving (Continued)

● Removing a Misfed Paper (Paper Entry Area/1st Paper Tray)

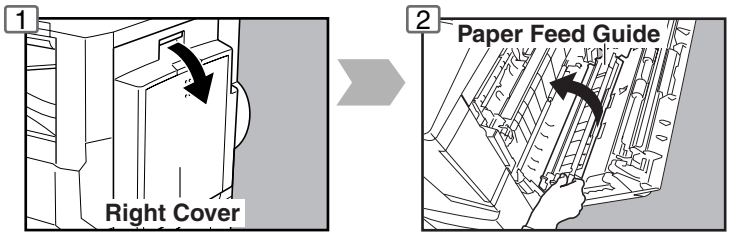


● Removing a Misfed Paper (Paper Transport Area)

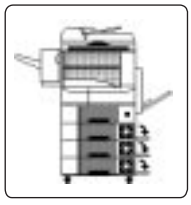
When the optional Tray/1-Bin Finisher is installed.



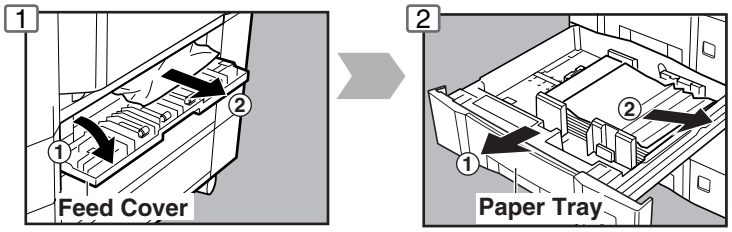
● Removing a Misfed Paper (Automatic Duplex Unit)

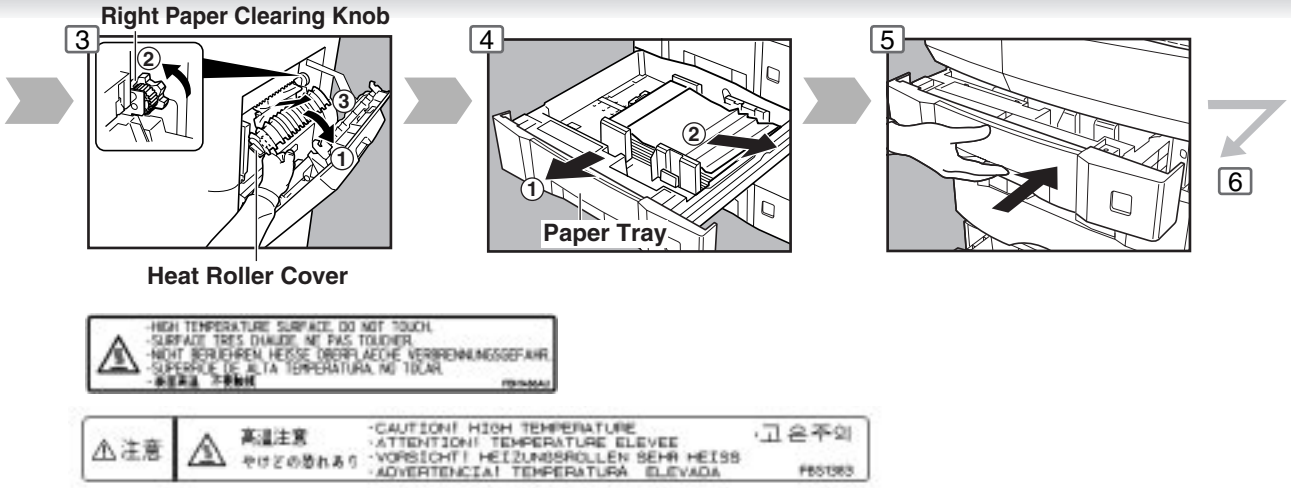


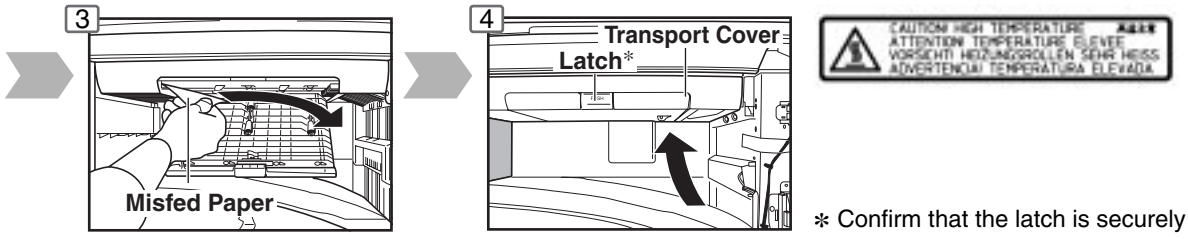
● Removing a Misfed Paper (2nd/3rd/4th Paper Tray)



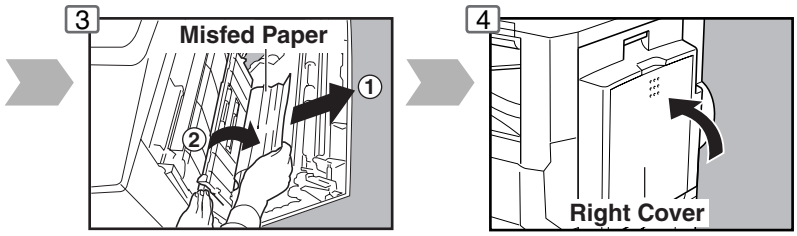
Options
3rd Paper Tray (DA-DS305)
4th Paper Tray (DA-DS306)

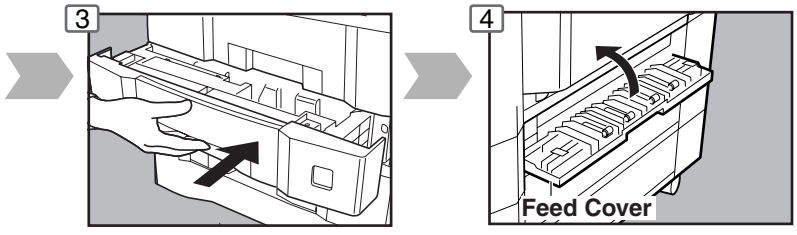






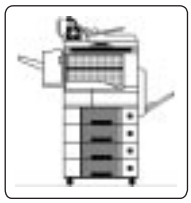
* Confirm that the latch is securely fastened.

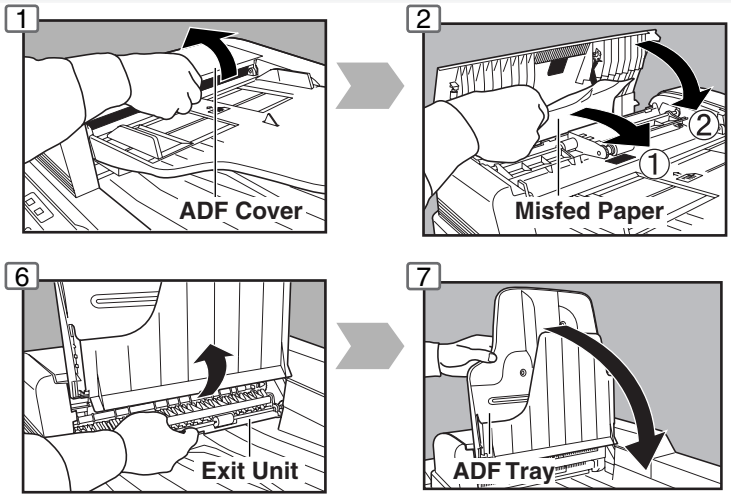




■ Problem Solving (Continued)

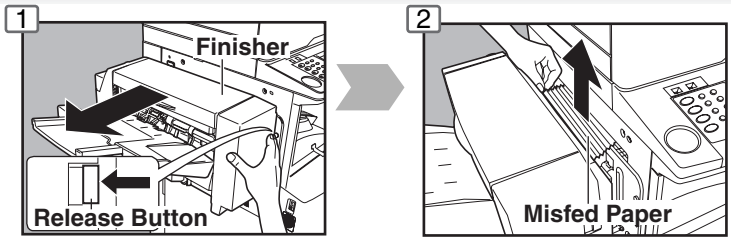
● Removing a Misfed Paper (ADF)

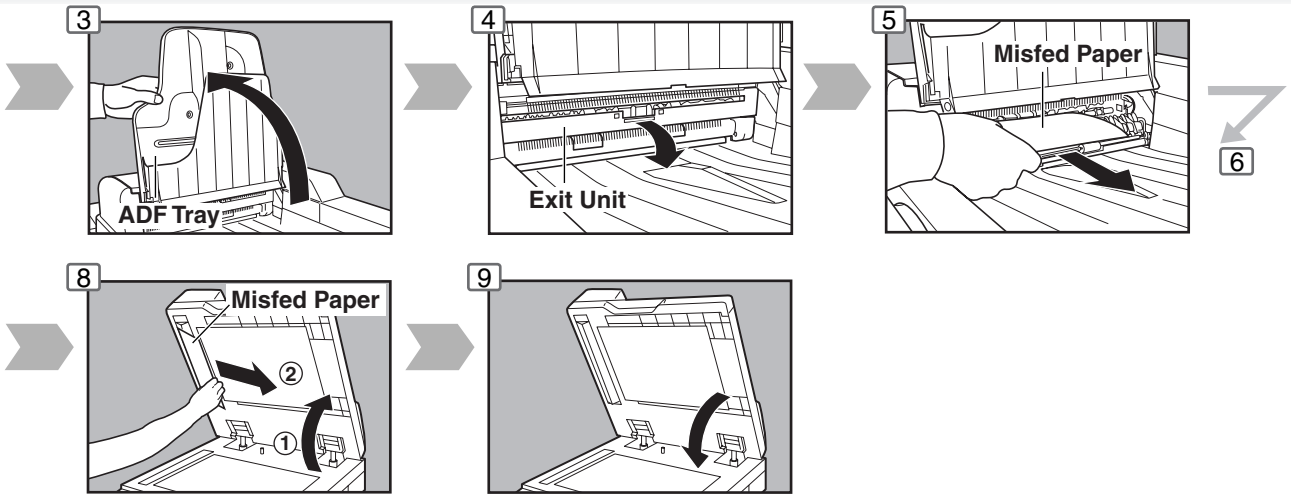


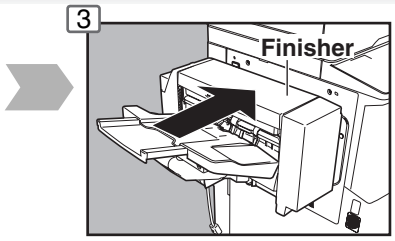


● Removing a Misfed Paper (1-Bin Finisher)

Option (DA-FS300)



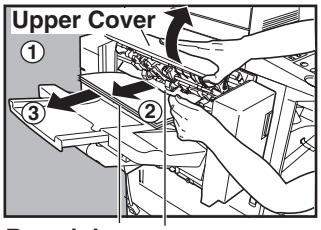




NOTE:
If the misfeed indicator(s) do not clear, open the upper cover and remove all misfed paper.

When using the Staple Sort, Shift-Sort or Shift-Group mode, remove the remaining copies on the staple tray.

Then the copy job will restart.



Before Starting

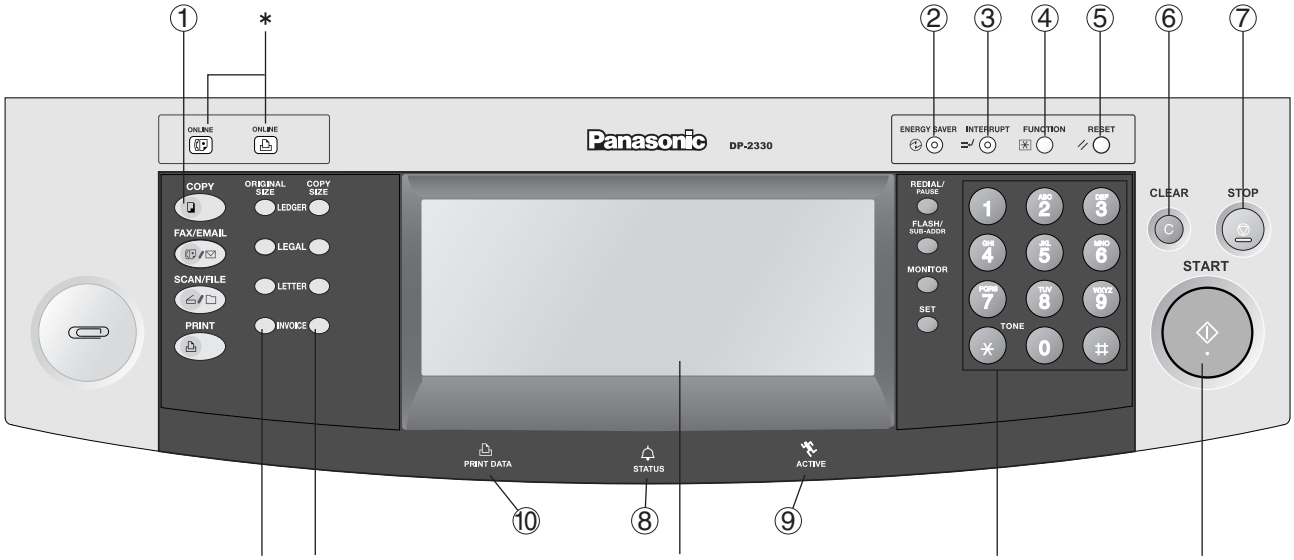
Energy Star

As an **ENERGY STAR®** Partner, Panasonic has determined that this product meets the **ENERGY STAR®** guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically “power down” after a specified period of non-use. The use of this **ENERGY STAR®** compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorized Panasonic dealer for more details.

Control Panel



No.	Contents
①	**COPY Key** ● To use the unit as a photocopier.
②	**ENERGY SAVER Key** ● Saves power while the copier is not in use.
③	**INTERRUPT Key** ● Interrupts other copy or print jobs while making copies.
④	**FUNCTION Key** ● Use when changing the paper size, initial function values (default values) and key operator settings.
⑤	**RESET Key** ● Resets all features to the initial power-on state.
⑥	**CLEAR Key** ● Clears the copy count in the display.
⑦	**STOP Key** ● Stops the copy run.
⑧	**STATUS LED (RED)** ● Lights when trouble occurs.**
⑨	**ACTIVE LED (GREEN)** ● Lights when machine is active.
⑩	**PRINT DATA LED (GREEN)** ● Lights when receiving print data.

* Fax/Email "ON LINE" LED for optional Fax/Internet Fax functions
  Print "ON LINE" LED for Printer function

NOTE

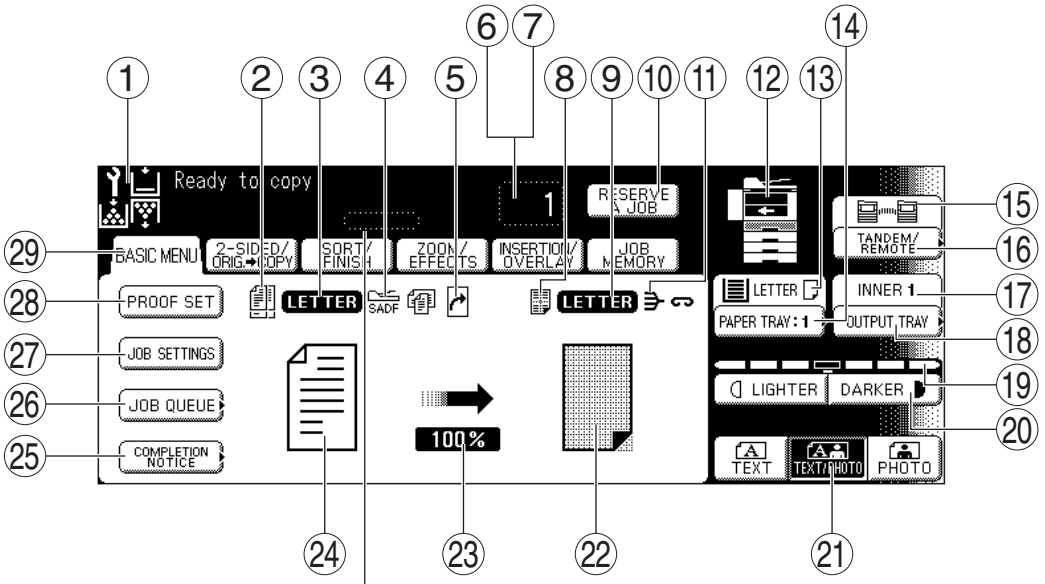
** When the machine detects a problem or a status alarm is activated, the ⑧ Status LED lights or begins to flash.
LED Lights: Machine detected a trouble status
- No paper in the selected tray or toner has run out.
- Machine detected trouble, such as paper misfed or jammed.

LED Flashes: Machine detected a status alarm
- No paper in the Tray. (Tray not selected)
- Toner is getting low, etc.

● The Control Panel displayed above shows only copier functions. Please refer to the appropriate operating instructions for other control panel functions.

Before Starting

Touch Panel Display



Job Status Indicator

Ex.: Copying 3 sets.

The Indicator displays the progress of a job task as follows:
0/3 → 1/3 → 2/3 → 3/3

NOTE

- Use only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.
- Touch Panel Display Brightness Adjustment:
  To adjust the brightness of the Touch Panel display, press and while holding down the "C" (CLEAR) key, keep pressing the "ORIGINAL SIZE/LEDGER" or the "COPY SIZE/LEDGER" keys until the desired brightness is achieved.

  ORIGINAL SIZE/LEDGER : Dimmer
  COPY SIZE/LEDGER : Brighter

■ Touch Panel Display Indications

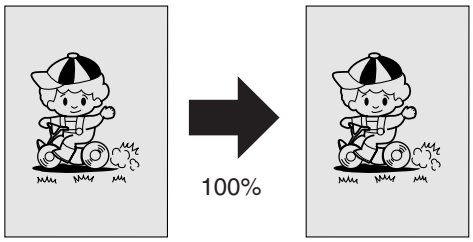
No.	Contents	See Page
①	Warning Indications : Add Toner : Add Paper : Call Service (Call your Service Provider) : Waste Toner	14 - 17
②	Original Icon	—
③	Original Size Indication	—
④	Job Build and SADF/Multi-Size Feed Mode Indication	38 and 39
⑤	Rotate Mode Indication	—
⑥	Number of Copies / Original(s)	—
⑦	Machine / User Error Code Indication (E1-01, U13, etc.)	16 and 17
⑧	Copy Icon	—
⑨	Copy Size Indication	—
⑩	Reserve a Job Button	55
⑪	Finisher Functions Indication	41
⑫	Machine Outline with Tray Selection (Paper Tray and Output Tray)	—
⑬	Paper Level and Size Indication	—
⑭	Paper Tray Selection Button	—
⑮	Tandem/Remote Button Indication	29
⑯	Tandem/Remote Button	29
⑰	Output Tray Indication	15
⑱	Output Tray Button	15
⑲	Density Indicator (7 steps)	15, 27, 73
⑳	Manual Exposure Select Buttons (Lighter and Darker)	15, 27, 73
㉑	Original Mode Select Button (Text; Text / Photo; Photo)	15, 27, 73
㉒	Copy Image and Paper Image Indication	—
㉓	Copy Ratio Indication	—
㉔	Original Image Indication	—
㉕	Completion Notice Button	33
㉖	Job Queue Button	32
㉗	Job Settings Button • Selected copy jobs will be indicated on the right side of the touch panel display. (2-Sided/Original → Copy, Sort/Finish, Zoom/Effects, Insertion/Overlay modes)	—
㉘	Proof Set Button	29
㉙	Function Categories	—

Making Copies

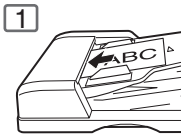
Basic Menu

■ Copying the Same Size Originals (1:1)

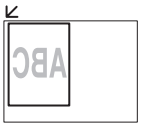
Copy size is automatically selected.



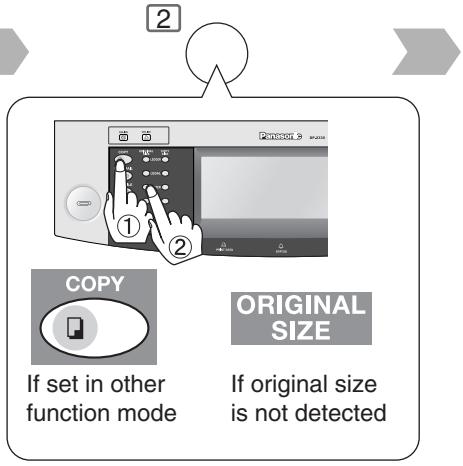
1



or



2



■ Using the ADF

Originals that cannot be used

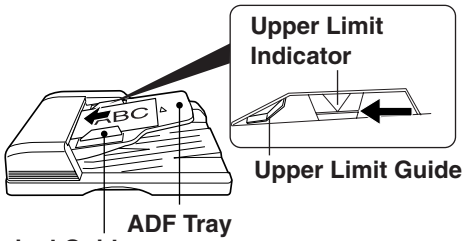
- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film Thermal Papers

Inappropriate Originals

- Paper with a smooth surface such as glossy and coated papers
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued.
- Mixed width size Originals (except a combination of Ledger and Letter, Letter and Legal)
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)

ADF

Set the originals up to the upper limit indicator/Guide.



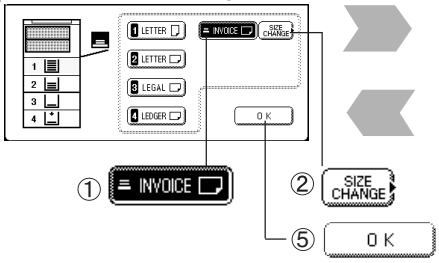
Original Guides

Adjust to the original's width

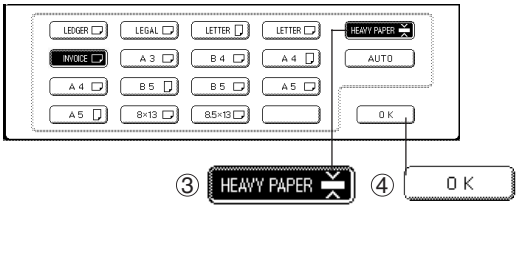
■ Copying on Heavy Paper (Post Cards, etc.) (35 lb max.)

1 Load paper on the Sheet Bypass

2 Select Sheet Bypass and 4 touch the Size Change button



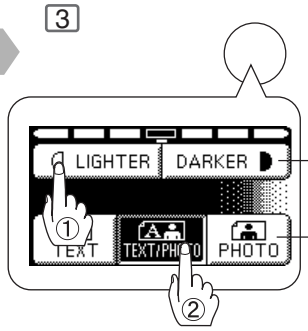
3 Select Heavy Paper



NOTE

- During the copy operation and after making copies, the fan motor may start spinning. This is a normal operation and is used to cool down the copier.

3



Adjust the Manual Exposure

LIGHTER or DARKER

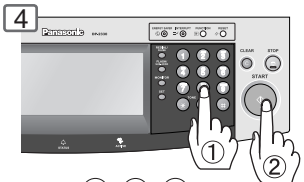
Select type of Original(s)

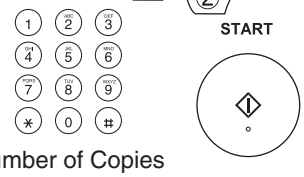
TEXT Mainly Text

TEXT/PHOTO Text and Photo combined

PHOTO Mainly Photo

4





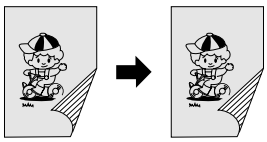
Number of Copies
(Max. 999)

Features

Automatic Original Feeding

① Feeds originals automatically
Up to 50 Letter size (20 lb)
(up to 30 Legal or Ledger size)
Automatic original size detection
② Invoice to Ledger

Duplex Copying



2-Sided originals

➡ 2 or 1-Sided copy automatically

(See pages 34 and 35)

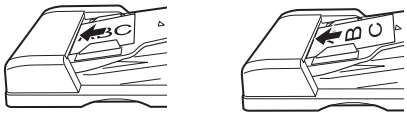
Insertion/Overlay

- Cover
- Page Insertion
- OHP Interleaving
- Presentation
- Overlay

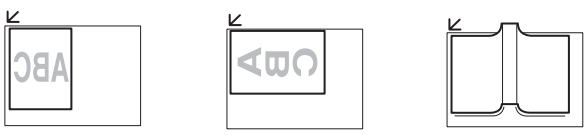
(See pages 48-51)

■ Position of the original(s)

From ADF/i-ADF



From Platen



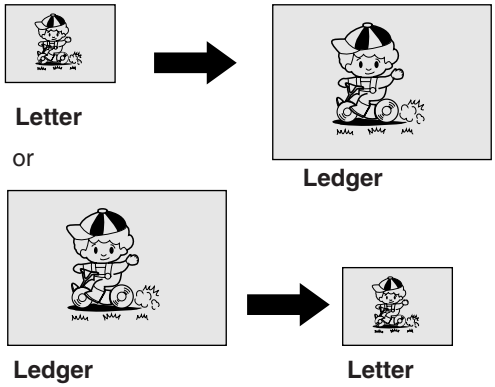
NOTE

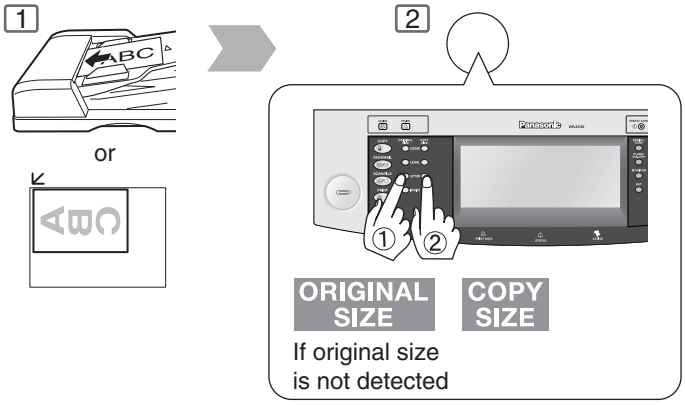
● Memory Capacity:
If memory overflows during original scanning, the message "Cannot Complete / Job Exceeds Memory Capacity" will be displayed on the LCD. If this occurs, follow the instructions on the LCD.
When additional memory is required, consult with an authorized service provider.

Making Copies

Basic Menu

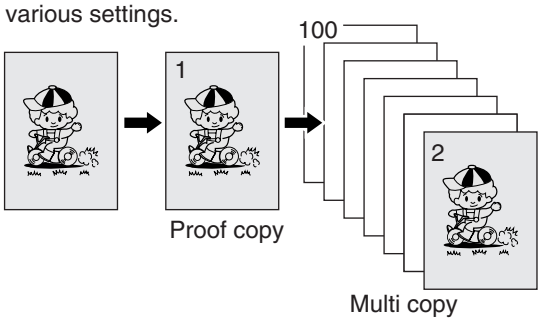
■ Copying with Preset Ratios

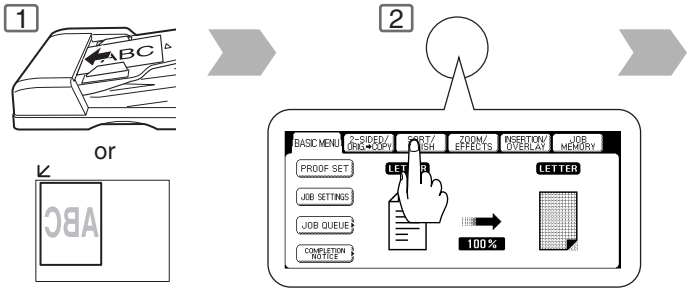




■ Proof Copying

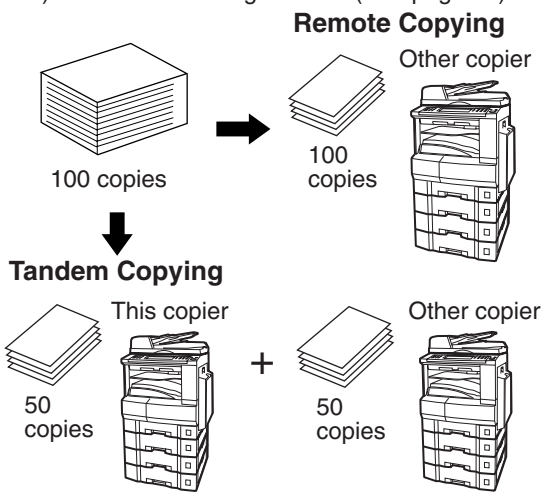
Allows you to make one proof set, before proceeding to copy a large multi-set with various settings.

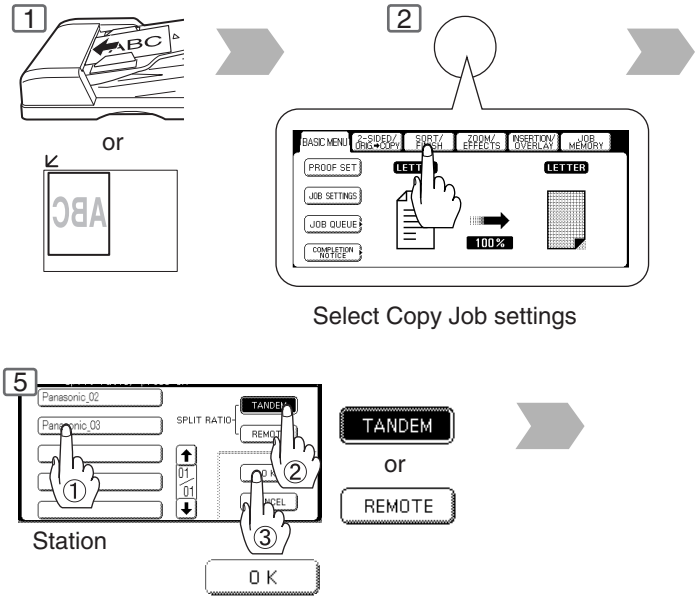




■ Tandem/Remote Copying

Requires installation of optional Hard Disk Drive (DA-HD30) and additional Image Memory (DA-SM16B/SM64B/SM28B), Network setup (See pages 62 and 68) and Parameter registration. (See page 30)





NOTE

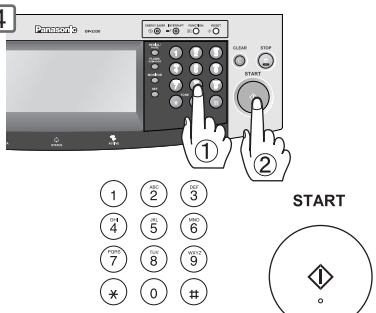
- If the desired copy size is different from the paper size loaded in the Paper Tray, use Sheet Bypass. (See page 14)
  The selected Remote printing copier, must be either DP-2310, DP-2330, DP-3010 or DP-3030.
  For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

3 The Correct ratio is automatically selected.

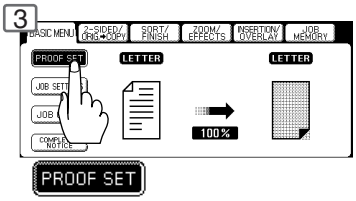
Reduction and enlargement ratios (%)

ORIGINAL SIZE	COPY SIZE			
	Ledger	Legal	Letter-R	Invoice-R
Ledger	100	77	65	50
Legal	121	100	79	61
Letter-R	129	100	100	65
Invoice-R	200	155	129	100

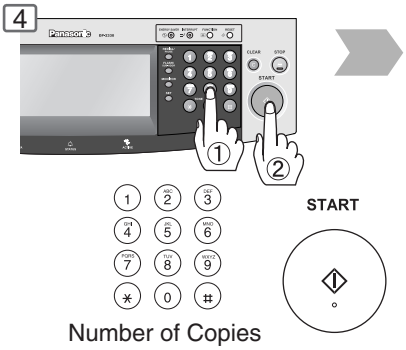
4



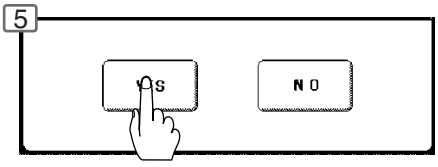
3



4



5

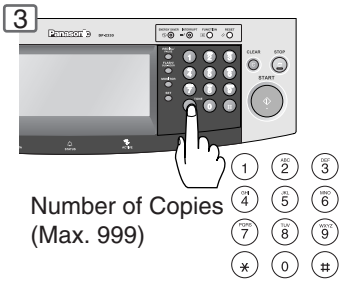


YES — If the Proof copy is OK, the remaining number of sets will be printed.

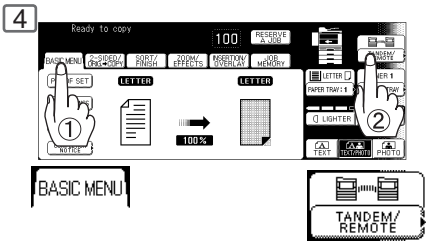
or

NO — If the Proof Copy is NG, again, place the originals back on the ADF (or Platen) and try again.

3

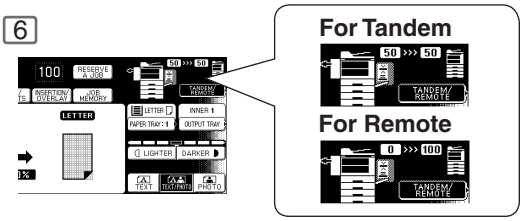


4

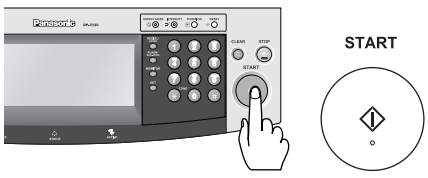


5

6



7



NOTE

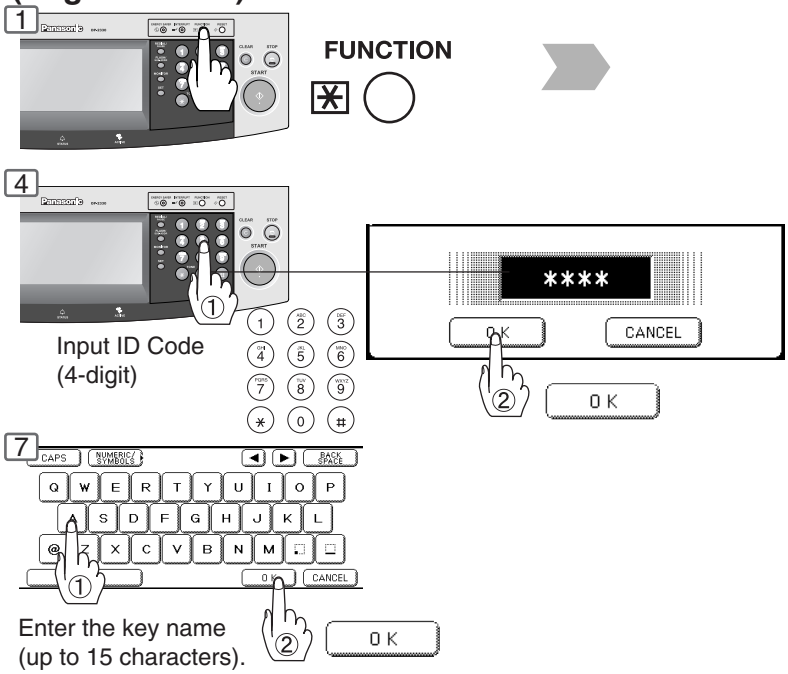
● Press the PROOF SET button again if the Proof Copying mode was reset.

Making Copies

Basic Menu

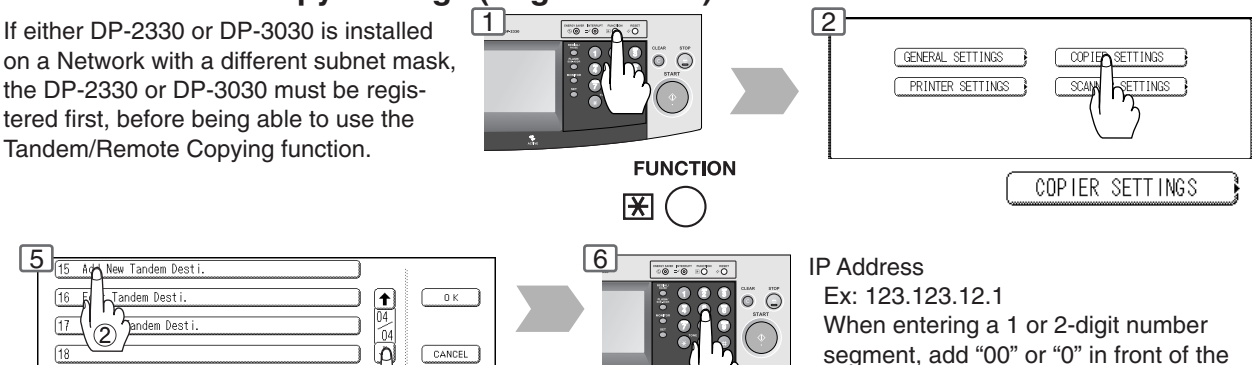
■ Tandem/Remote Copy Settings (Registration 1)

Input the Key Operator ID Code if required.



■ Tandem/Remote Copy Settings (Registration 2)

If either DP-2330 or DP-3030 is installed on a Network with a different subnet mask, the DP-2330 or DP-3030 must be registered first, before being able to use the Tandem/Remote Copying function.



IP Address
Ex: 123.123.12.1
When entering a 1 or 2-digit number segment, add “00” or “0” in front of the number, to scroll to the next segment of numbers or press the “✳“ key to enter a period after the number.

■ Tandem/Remote Copy Settings (Editing)

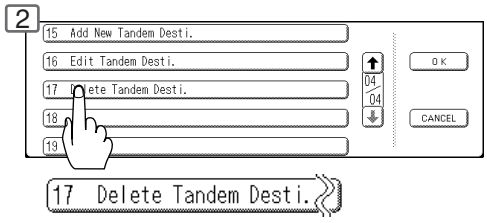
To edit the registered machine’s settings (IP Address, machine name or key name).

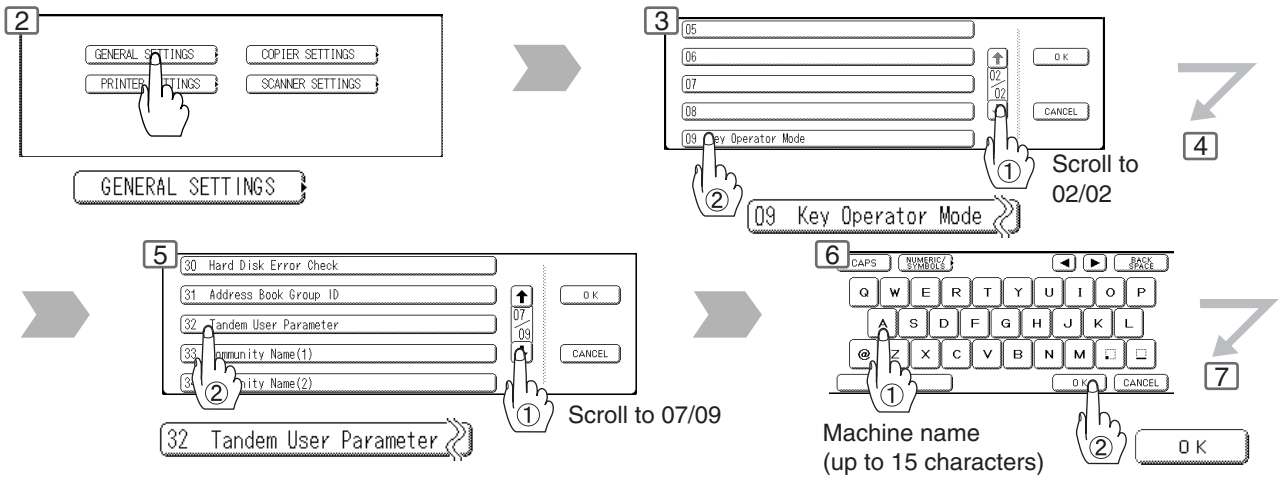
1 Open the screen 04/04 same as the Registration procedures above.

■ Tandem/Remote Copy Settings (Deleting)

To delete the registered machine.

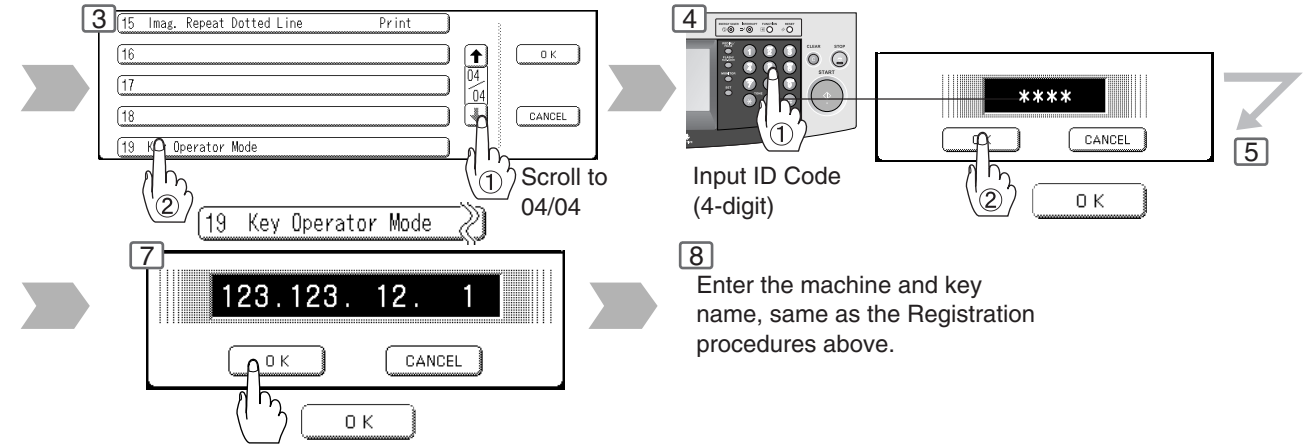
1 Open the screen 04/04, same as the Registration procedures above.

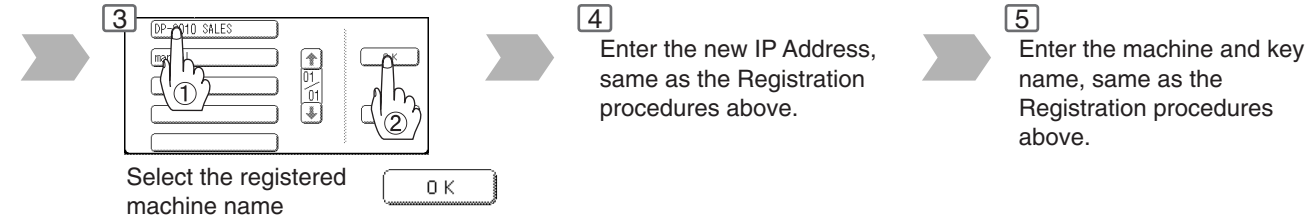


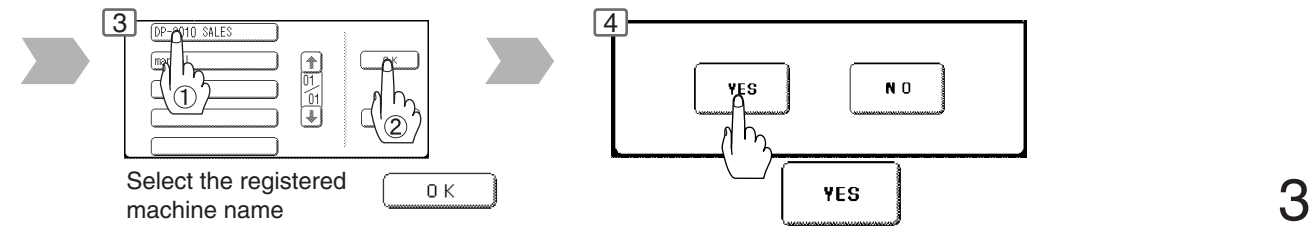


Button Names on the Keyboard

CAPS	To input upper case letter(s).	◀ ▶	To move the cursor (_) to the left or right side.
NUMERIC/ SYMBOLS	To input numbers and/or symbols.	BACK SPACE	To erase the character before the cursor.





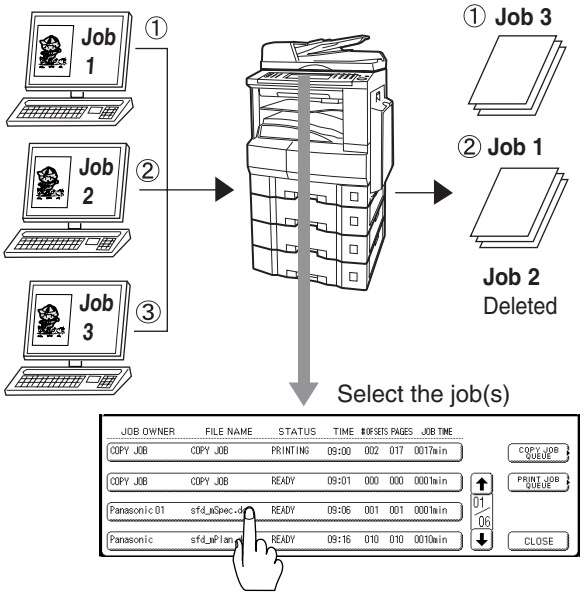


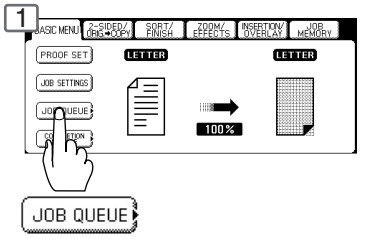
Making Copies

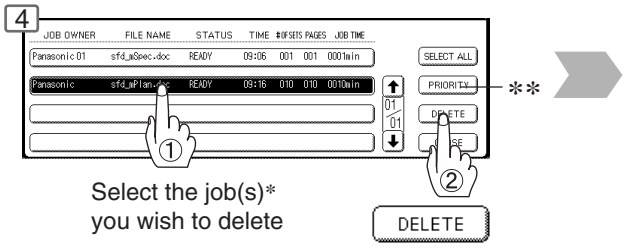
Basic Menu

■ Job Queue

Refers to a list of jobs waiting to print, delete or change of priority (only for print job).



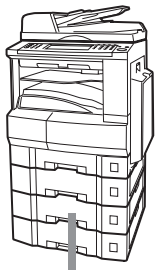




* You can select to delete multiple/all jobs.
** Priority can be selected for print jobs only when the optional HDD is installed.

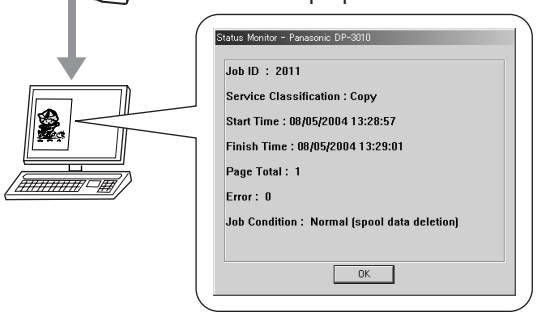
■ Completion Notice

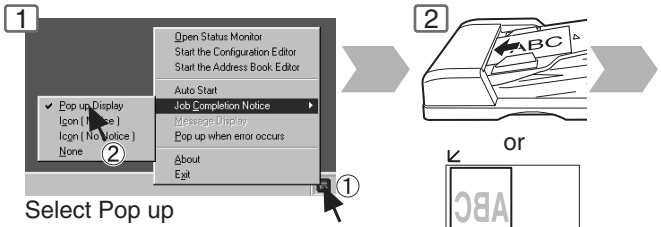
A Job Completion Notice via a pop up screen on the Desktop of your PC when the Copy Job is completed.
Before using the Completion Notice, install the Panasonic-DMS included with the machine.



Copy is completed.

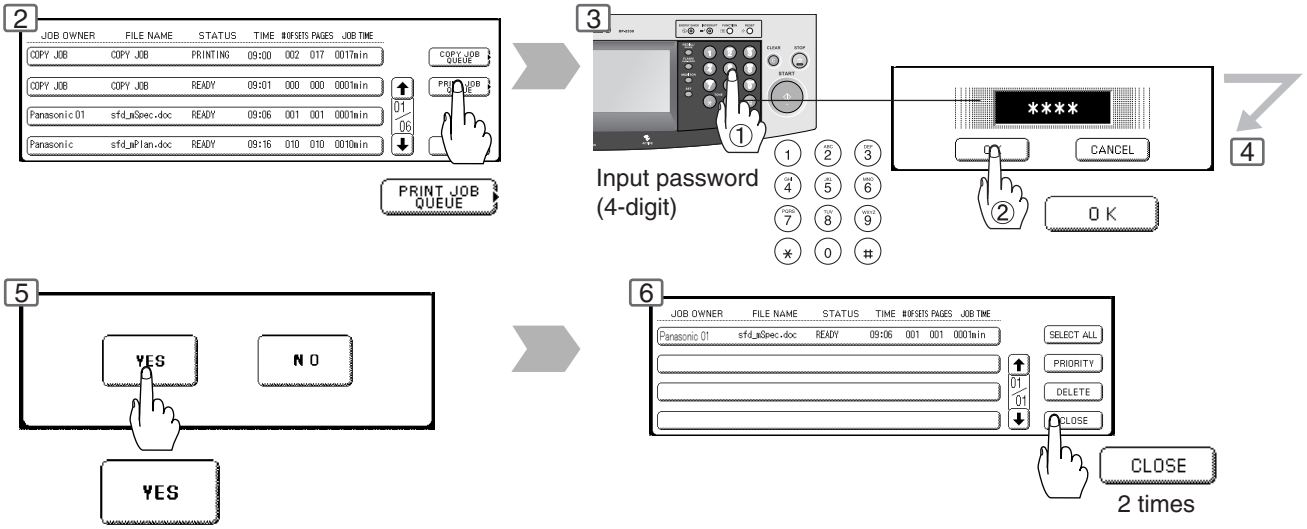
Pop up screen

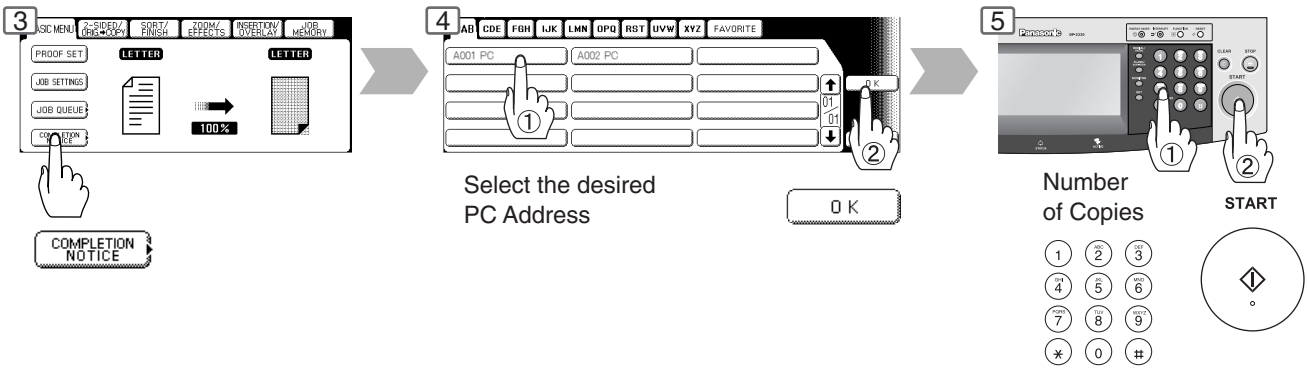




NOTE

- The PRINT JOB QUEUE requires the Key Operator's Password, however, the COPY JOB QUEUE does not require a password.
  The Job Queue selection function is only available when the optional HDD is installed.





NOTE

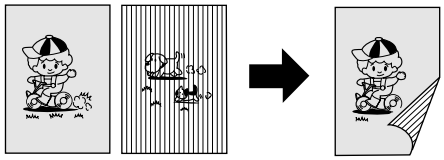
- This Completion Notice is available only when connected to the Network. To reset the Completion Notice, press the CANCEL button.

Making Copies

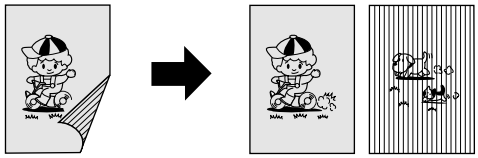
2-Sided/Original ➞ Copy

■ 1-Sided ➞ 2-Sided, 2-Sided ➞ 1-Sided, 2-Sided ➞ 2-Sided Copy

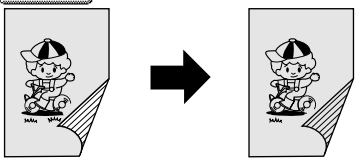
1→2 1-Sided ➞ 2-Sided Copy

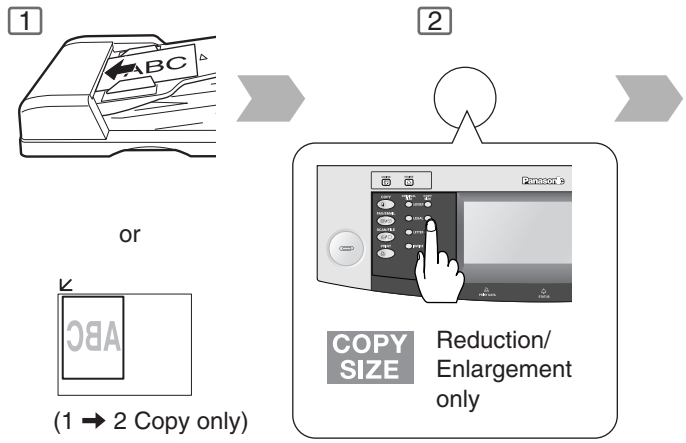


2→1 2-Sided ➞ 1-Sided Copy



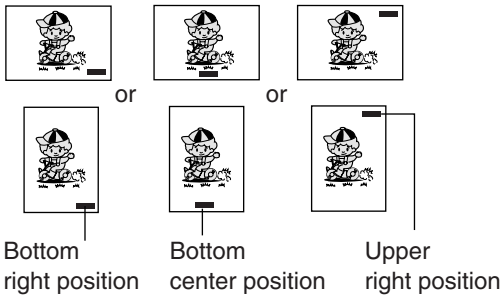
2→2 2-Sided ➞ 2-Sided Copy





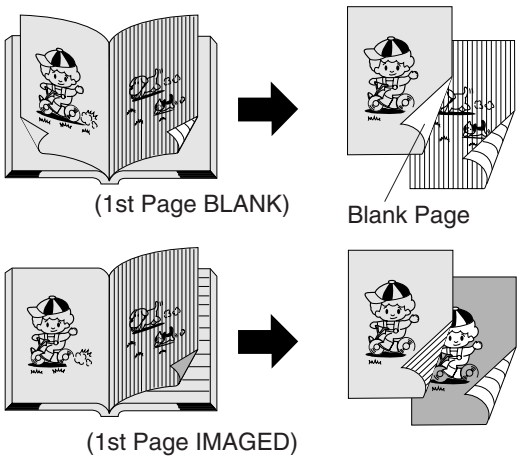
● **Duplex Notice Function**

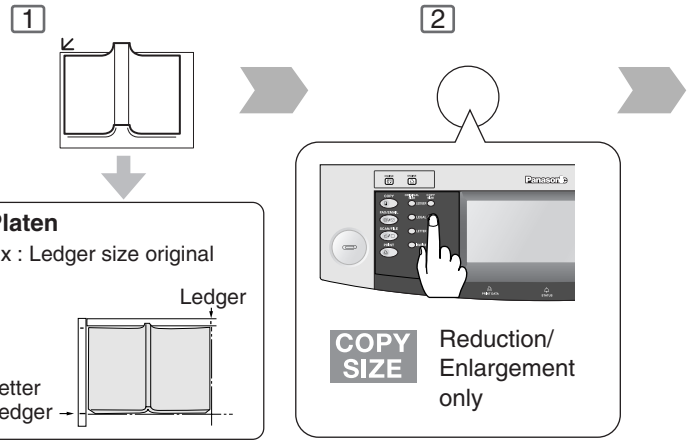
"2-SIDED PRINT" is printed on 1-Sided copy.



■ Book ➞ 2-Sided Copy

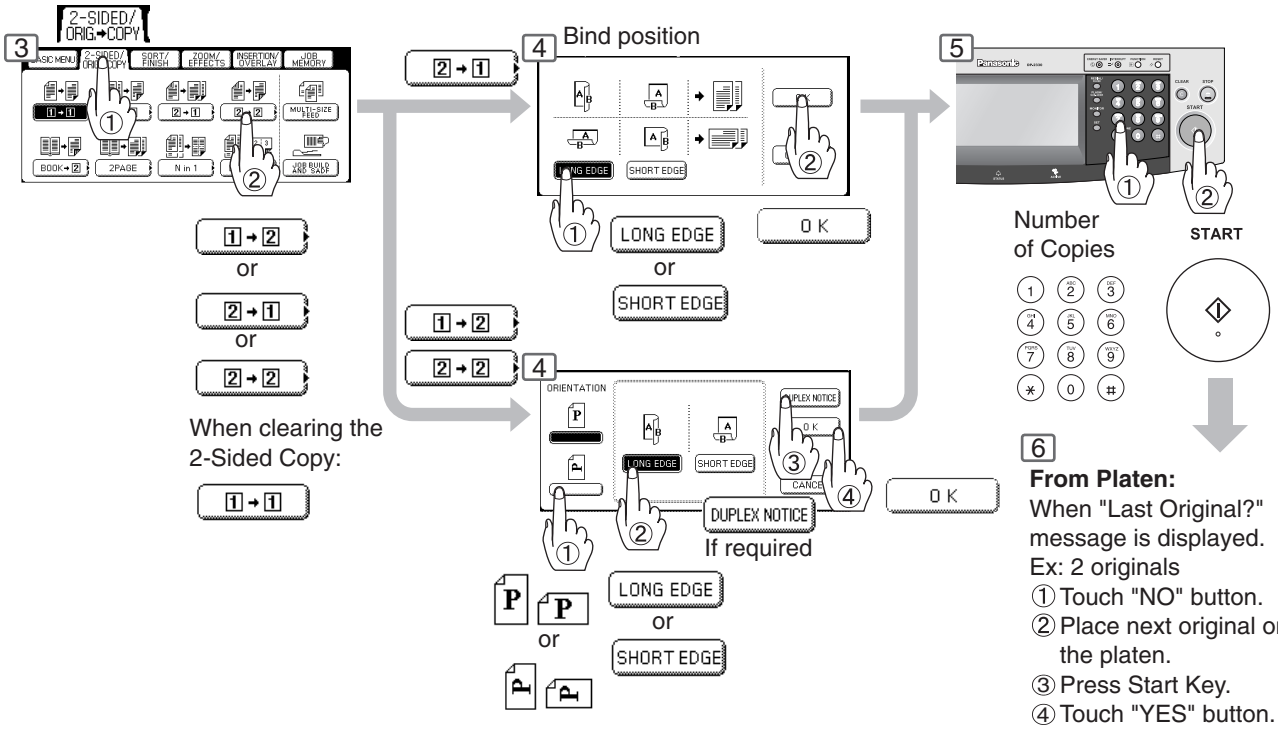
BOOK→2 Book ➞ 2-Sided Copy

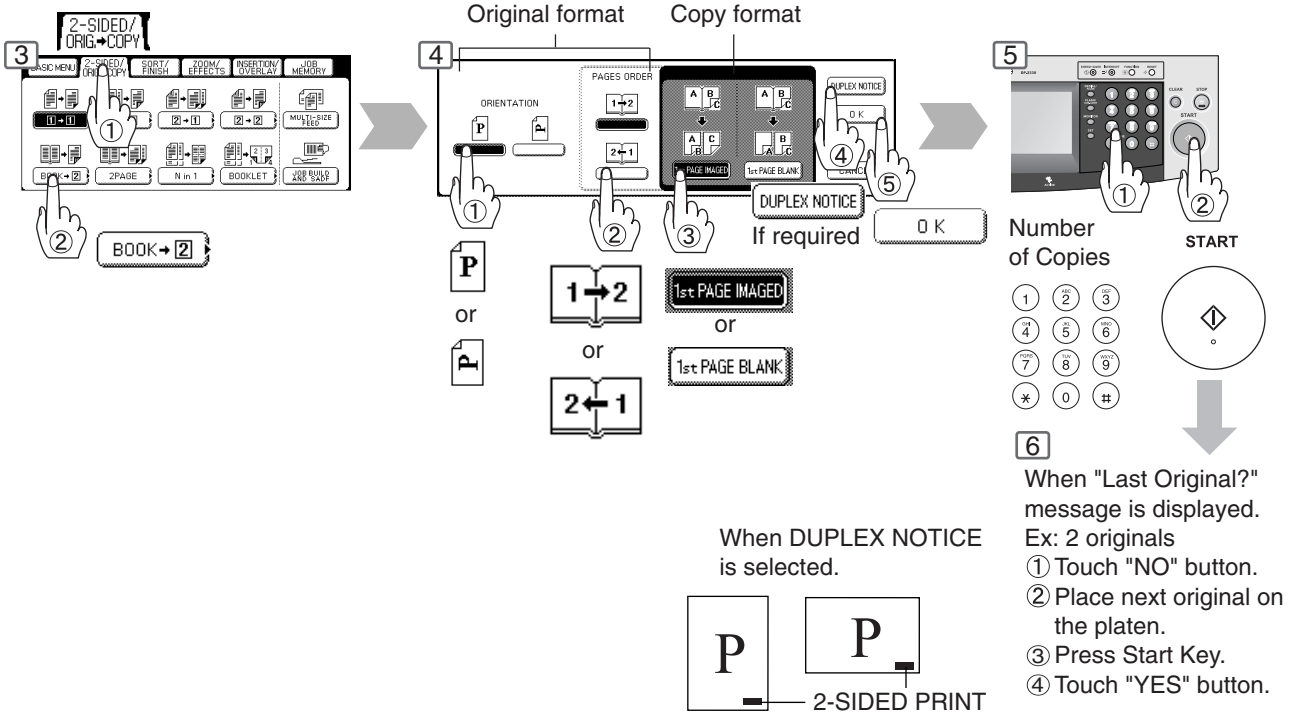




● **Duplex Notice Function**

"2-SIDED PRINT" is printed on 1-Sided copy.


3
2-SIDED/ ORIG.→COPY
1→1
1→2
or
2→1
or
2→2
When clearing the 2-Sided Copy:
4
Bind position
LONG EDGE
SHORT EDGE
OK
5
Number of Copies
START
6
From Platen:
When "Last Original?" message is displayed.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen.
③ Press Start Key.
④ Touch "YES" button.
When DUPLEX NOTICE is selected.
DUPLEX NOTICE
If required
2-SIDED PRINT

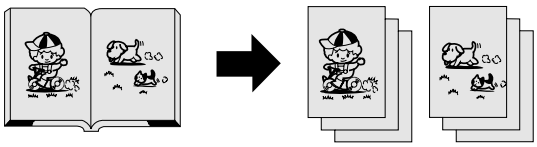

3
2-SIDED/ ORIG.→COPY
BOOK→2
4
Original format
Copy format
ORIENTATION
PAGES ORDER
DUPLEX NOTICE
If required
OK
1→2
2←1
1st PAGE IMAGED
1st PAGE BLANK
5
Number of Copies
START
6
When "Last Original?" message is displayed.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen.
③ Press Start Key.
④ Touch "YES" button.
When DUPLEX NOTICE is selected.
2-SIDED PRINT

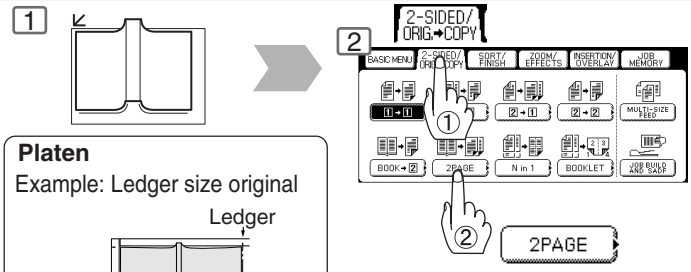
Making Copies

2-Sided/Original ➞ Copy

■ 2 Page Copy

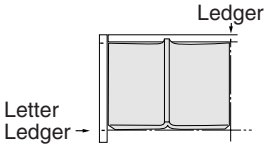
Copying two facing pages or a Ledger size original on two separate Letter size sheets.





Platen

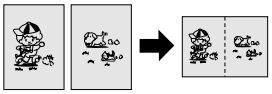
Example: Ledger size original



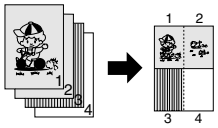
■ N in 1 Copy

From two/four/six 1-Sided originals, side by side, to 1-Sided pages.

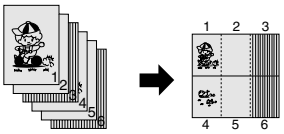
● **2 in 1 Copy**



● **4 in 1 Copy**

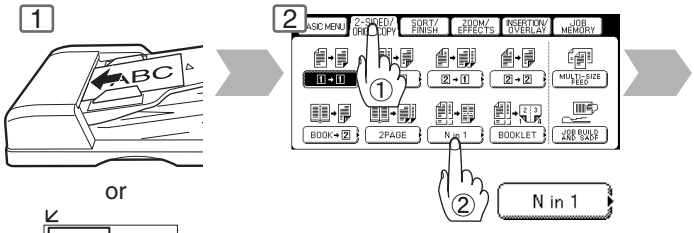


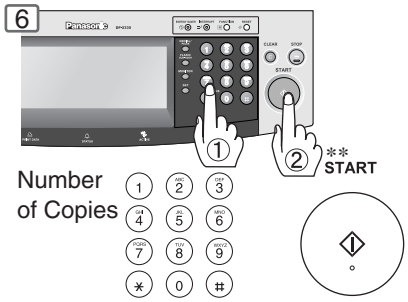
● **6 in 1 Copy**



● **2-Sided Copy**

From 4/8/12 1-Sided originals, side by side, to 2-Sided copies.



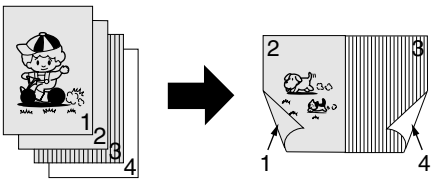


From Platen:

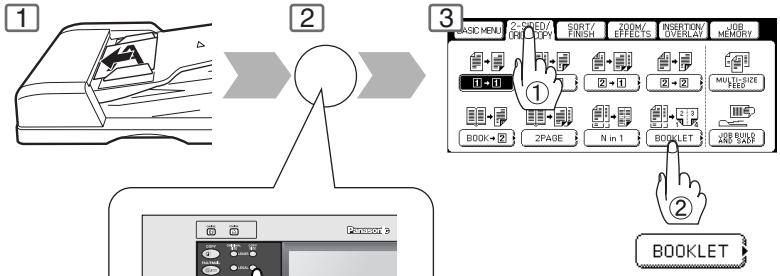
Same Procedures as for 2 Page Copy

■ Booklet Copy

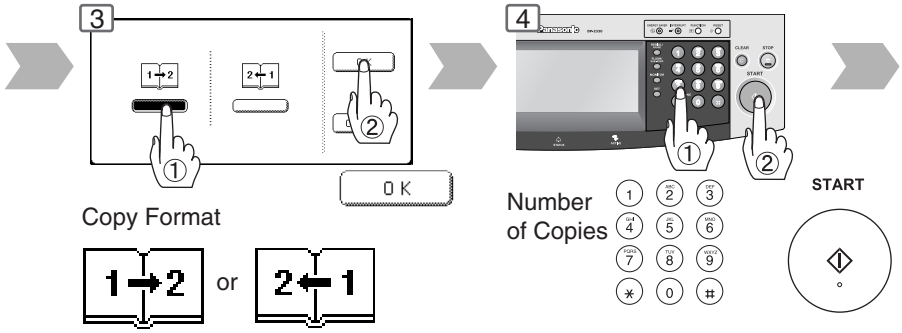
Formats the output in a manner so that documents can be folded like a book.

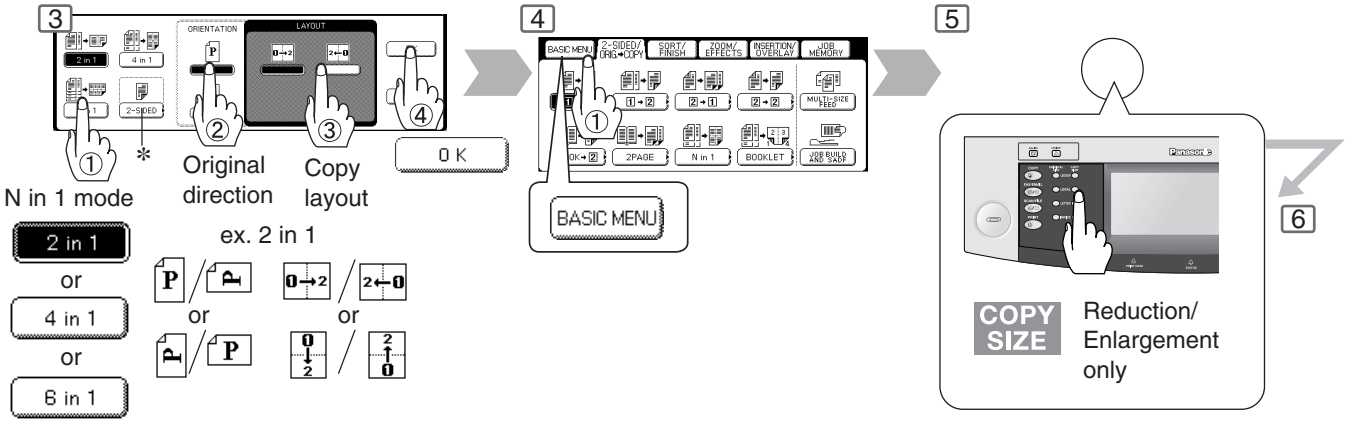


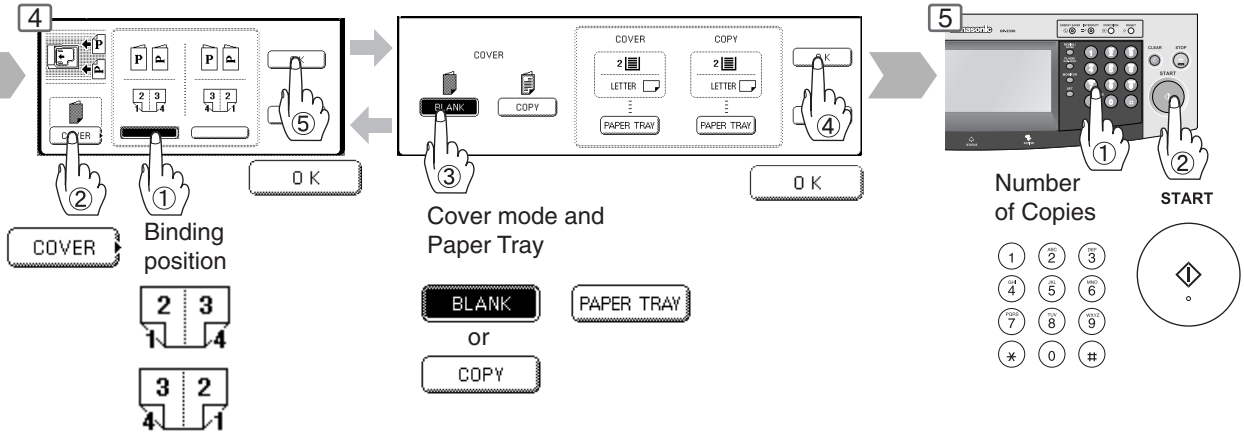
Letter or Invoice originals only



* Default copy size is Reduced, copy size can be selected as 100 % or Reduced.


3
1→2
2←1
①
②
OK
Copy Format
1→2
or
2←1
4
①
②
Number of Copies
START
5
When "Last Original?" message is displayed.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen.
③ Press Start Key.
④ Touch "YES" button.


3
ORIENTATION
LAYOUT
2 in 1
4 in 1
6 in 1
2-SIDED
①
②
③
④
*
OK
N in 1 mode
Original direction
Copy layout
2 in 1
or
4 in 1
or
6 in 1
ex. 2 in 1
or
or
4
BASIC MENU
2-SIDED/ ORIG.→COPY
SORT/ FINISH
ZOOM/ EFFECTS
INSERTION/ OVERLAY
JOB MEMORY
2PAGE
N-in-1
BOOKLET
JOB BUILD AND SADF
BASIC MENU
5
6
COPY SIZE
Reduction/ Enlargement only
When 2 in 1 copying with different original size, select desired copy size with COPY SIZE Key (not PAPER TRAY button on the LCD Touch Panel).
● Copy is automatically reduced.
2 in 1: 65 %, 4 in 1: 50 %, 6 in 1: 38 %
(ex. Letter to Letter- size)
DUPLEX NOTICE
*
LONG EDGE
SHORT EDGE
OK
Binding position
LONG EDGE
or
SHORT EDGE
* When N in 1 Copying a 2-Sided copy.
"2-SIDED PRINT" will be printed on the copy when "DUPLEX NOTICE" is selected.
P
P
2-SIDED PRINT


4
COVER
Binding position
2 3
1 4
3 2
4 1
OK
⑤
COVER
COPY
BLANK
COPY
2
LETTER
PAPER TRAY
③
④
OK
Cover mode and Paper Tray
BLANK
or
COPY
PAPER TRAY
5
①
②
START
Number of Copies

Making Copies

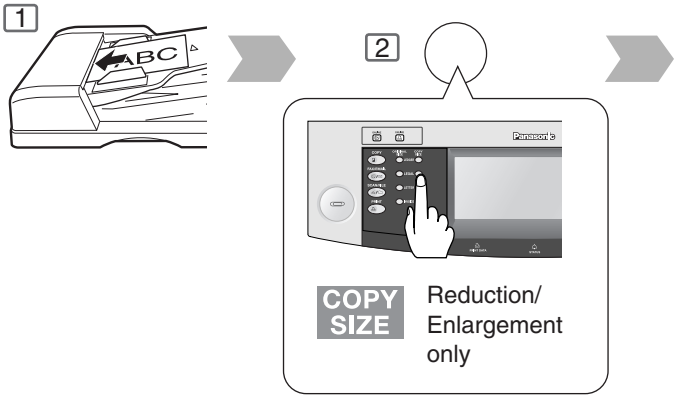
2-Sided/Original ➞ Copy

■ Multi-Size Feeding

Use this function when copying mixed Ledger/Letter size originals using the ADF. Original size can be detected automatically then can be copied full size (1:1) or same size.

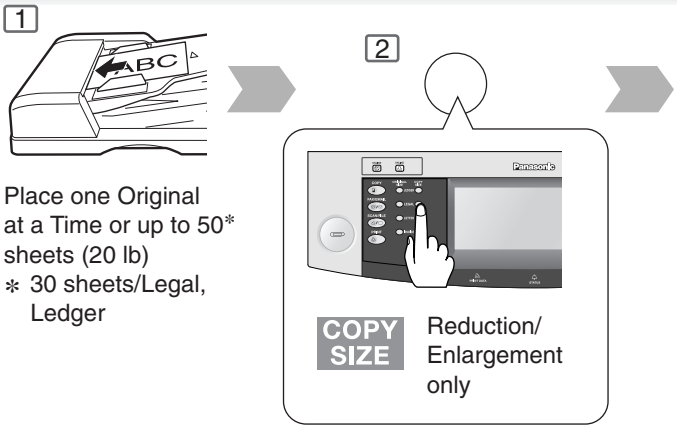
Combination of Multi-Size Feeding

Originals	Copies		
	Full Size	Reduction	Enlargement
Legal	Legal	Letter-R/Invoice	Ledger
Letter-R	Letter-R	Letter-R/Invoice	Ledger
Ledger	Ledger	Letter/Letter-R	—
Letter	Letter	Letter/Letter-R	



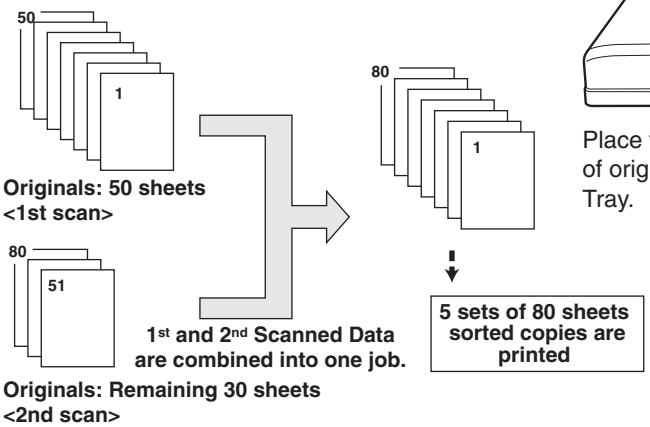
■ Job Build and SADF Mode

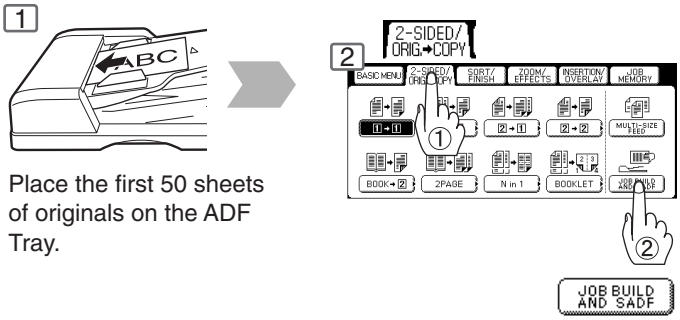
Special originals (like thin paper, etc.) can be fed from the ADF Tray and copied continuously using the Job Build and SADF Mode.



Place one Original at a Time or up to 50* sheets (20 lb)
* 30 sheets/Legal, Ledger

Example: To make 5 sets of sorted copies of 80 sheets of originals. (Letter size)

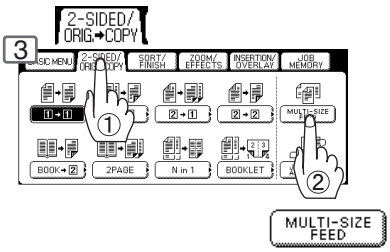


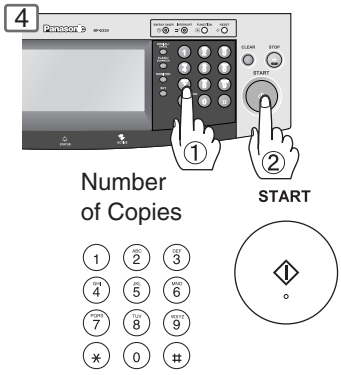


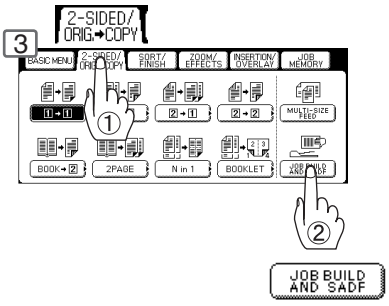
Place the first 50 sheets of originals on the ADF Tray.

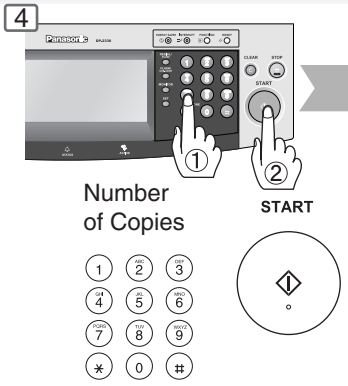
NOTE

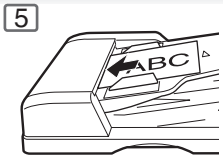
- Multi-Size Feeding Function cannot be combined with another 2-sided/original ➞ copy function.
- Job Build and SADF function cannot be combined with 2 ➞ 1 and 2 ➞ 2.
- Optional Image Memory or Hard Disk Drive (DA-HD30) may be required.





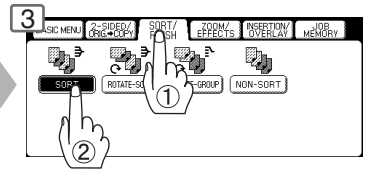






Place the next original within 5 sec. of last ejected copy.

If “Another Original? YES or NO” message is displayed, touch the “NO” button.



Select Sorting/Finishing settings

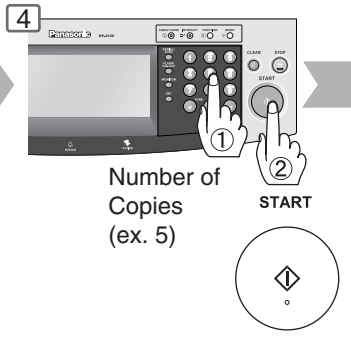
SORT

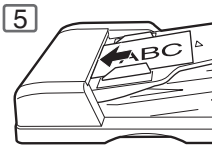
or

ROTATE-SORT

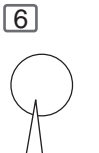
or

etc.





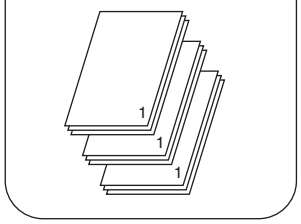
Place the next original within 5 sec. of last ejected copy. (30 sheets)



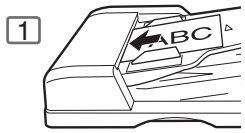
If “Another Original? YES or NO” message is displayed, touch the “NO” button.

■ When using Sort Mode

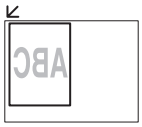
Sort



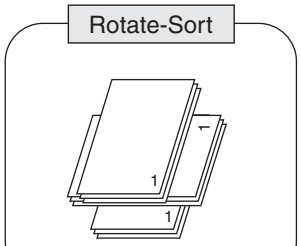
Multiple copy sets are sorted automatically.



or

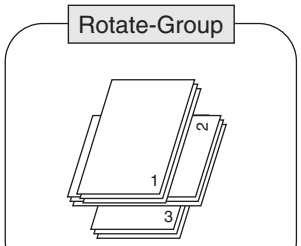


Rotate-Sort



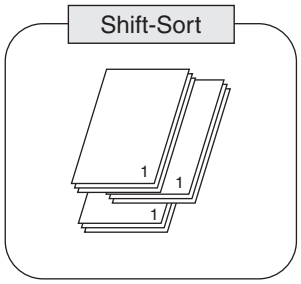
Multiple copy sets are sorted automatically and stacked in alternate direction (rotate).
(Letter size only)

Rotate-Group



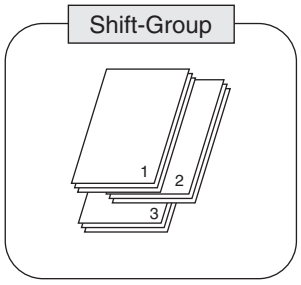
Multiple copies of individual pages are stacked in alternate direction (rotate).
(Letter size only)

Shift-Sort



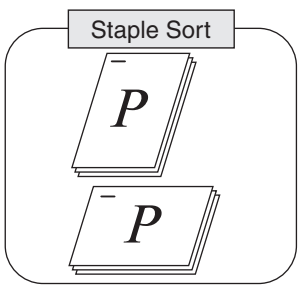
When optional 1-Bin Finisher (DA-FS300) is installed.
Offset using electronic sorting
(Letter, Letter-R, Legal, Ledger)

Shift-Group



When optional 1-Bin Finisher (DA-FS300) is installed.
Offset using electronic sorting
(Letter, Letter-R, Legal, Ledger)

Staple Sort



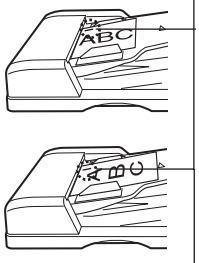
When optional 1-Bin Finisher (DA-FS300) is installed.
Sort by stapling sets.
Up to 30 sheets.
(Letter, Letter-R, Legal, Ledger)

Non-Sort

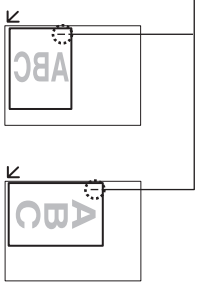
Copy is stored on the Tray.

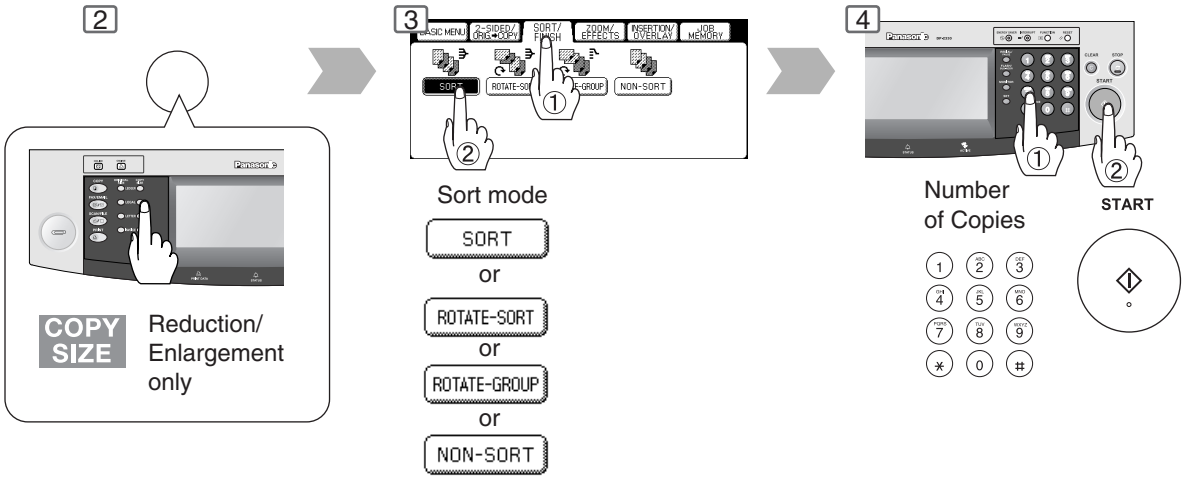
Staple Position

ADF

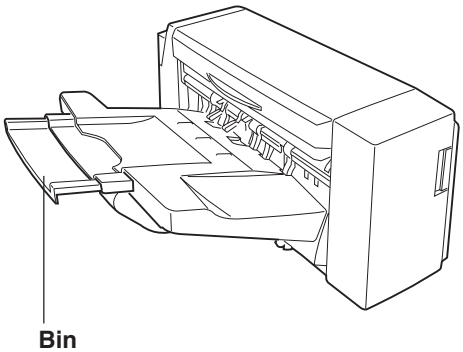


Platen





1-Bin Finisher (DA-FS300)

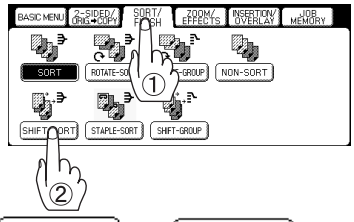


Bin

- Electronic Shift-Sort
- When copying with Legal/Ledger size, pull out the bin until it stops.

When the optional 1-Bin Finisher is installed, this screen will change as follows:

For DA-FS300



SHIFT-SORT or STAPLE-SORT or SHIFT-GROUP

- **Paper Capcity** (20 lb Paper)

Paper Size	Non-Sort/Rotate	Shift	Staple*
Letter	500	500 (Max. 30 Sheets/Shift)	10 to 30 Sheets: 45 to 16 Sets
			2 to 9 Sheets: 70 to 50 Sets
Legal, Ledger	250	250 (Max. 20 Sheets/Shift)	10 to 20 Sheets: 25 to 12 Sets
			2 to 9 Sheets: 70 to 28 Sets

*Ex: Letter Size
10 Sheets: 45 Sets
30 Sheets: 16 Sets

- **Overflow**

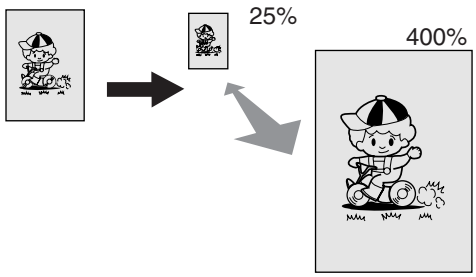
oF When overflow oF indicator appears on the display, remove excess copies from the bin, then press any mode key on the control panel to reset.

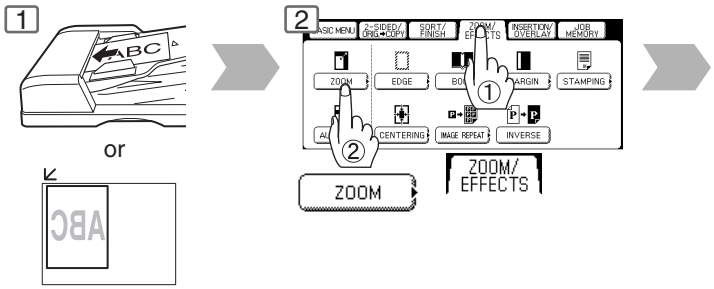
Making Copies

Zoom/Effects

■ Zoom

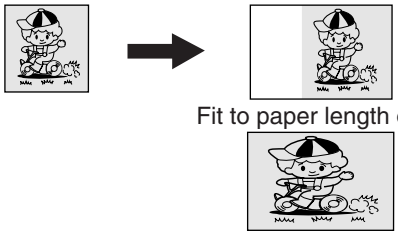
Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.

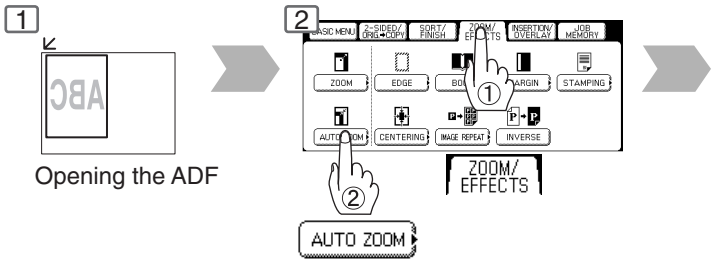




■ Auto Zoom

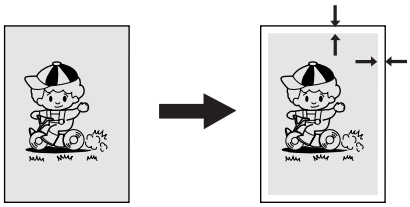
The copy Zoom Ratio adjusts automatically to the selected paper size.

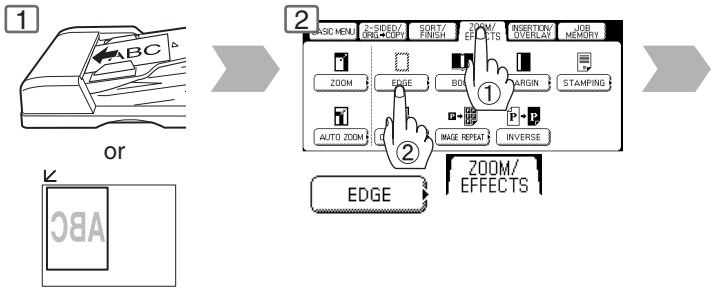




■ Edge

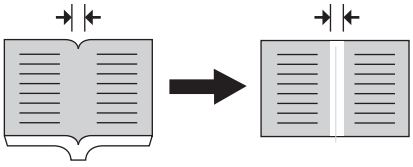
Creates a blank edge.

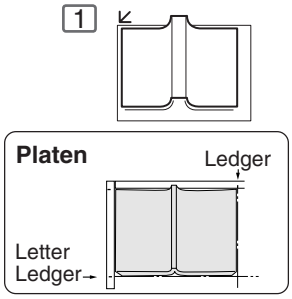


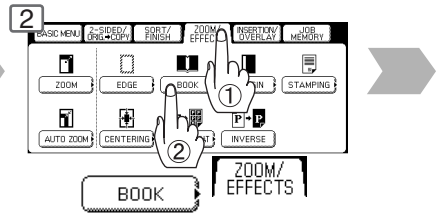


■ Book

Eliminates dark inner binding shadows.







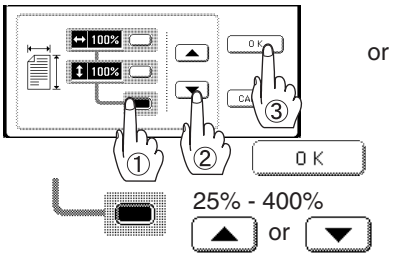
ATTENTION

- If using the keypad to set the zoom ratio, press the CLEAR key first to reset the current zoom ratio. When changing the paper size after setting the zoom ratio, use the PAPER TRAY button.

NOTE

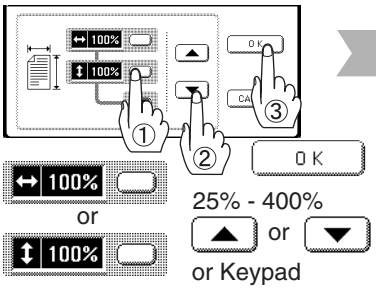
- For Auto Zoom
  An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
  An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

3 Same vertical and horizontal ratio

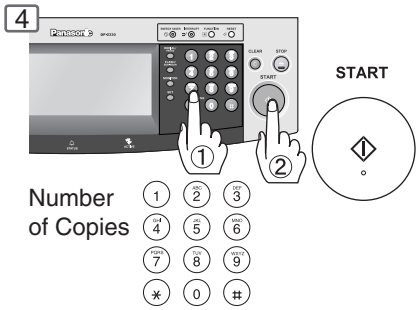


or

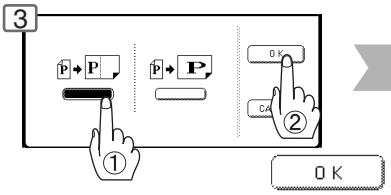
Different vertical and horizontal ratio



4



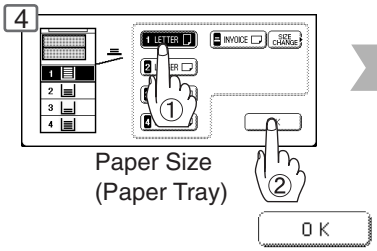
3



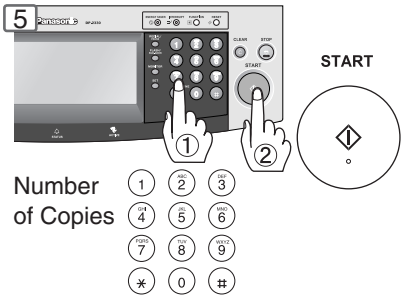
Fit to paper length or width

Fit to paper length and width

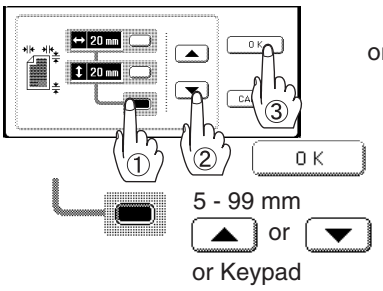
4



5

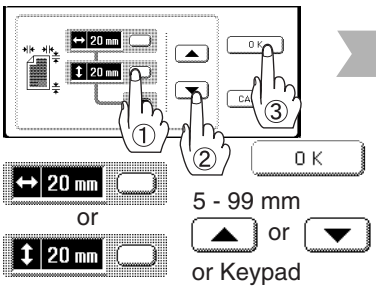


3 Same vertical and horizontal void value

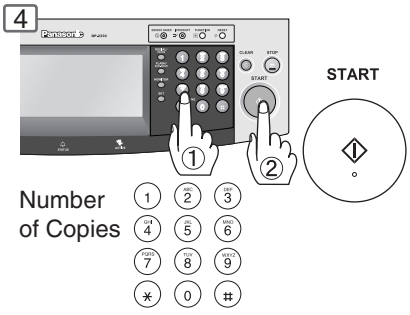


or

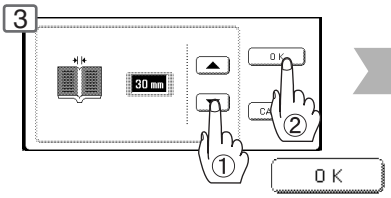
Different vertical and horizontal void value



4

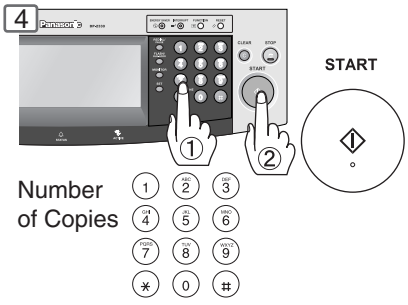


3



5 - 99 mm
or
or Keypad

4



NOTE

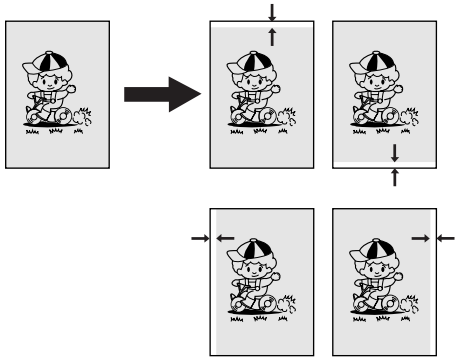
● Zoom Ratio
If using the keypad to set the zoom ratio, press the CLEAR key first to reset the current zoom ratio.

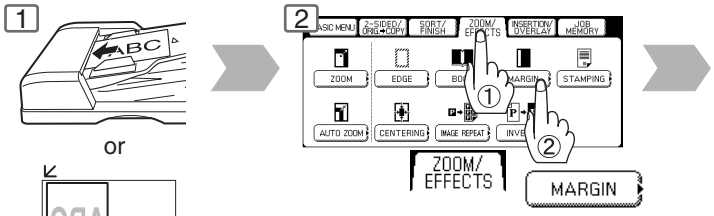
Making Copies

Zoom/Effects

■ Margin

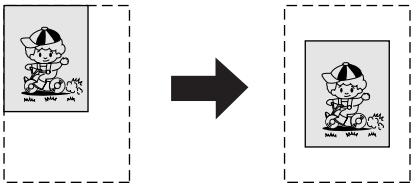
Shifts image to right, left, up or down.

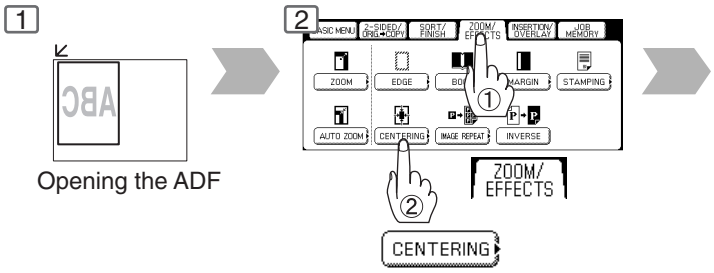




■ Centering

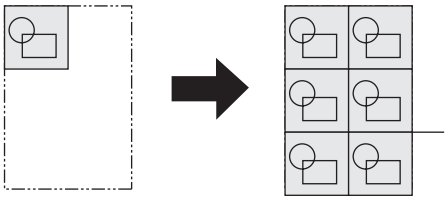
Copy image can be centered automatically on selected paper.



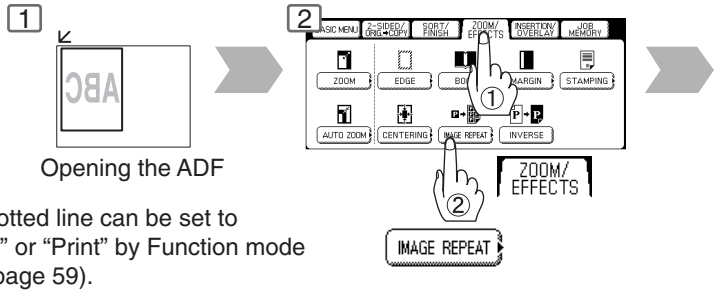


■ Image Repeat

Creates continuous copy image on one sheet.
Minimum original size: 20 x 20 mm

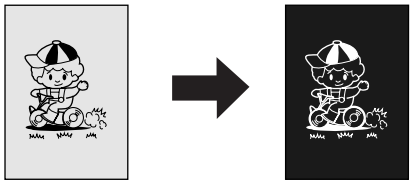


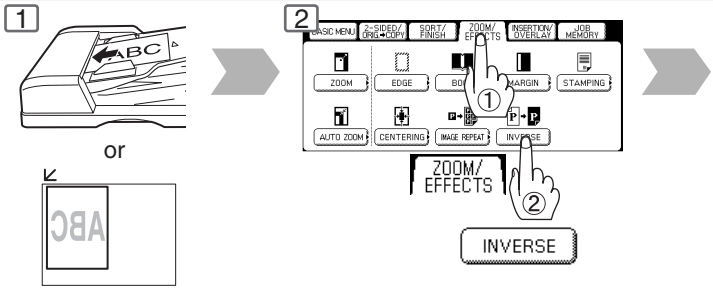
The dotted line can be set to "None" or "Print" by Function mode (See page 59).



■ Inverse

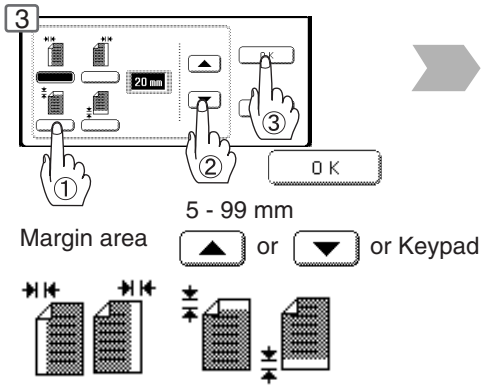
Negative/Positive image can be created for special effects.

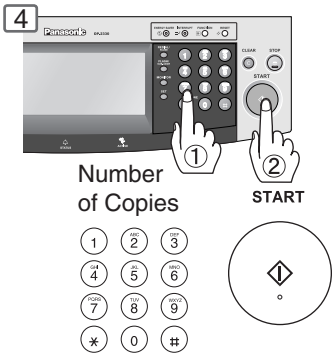




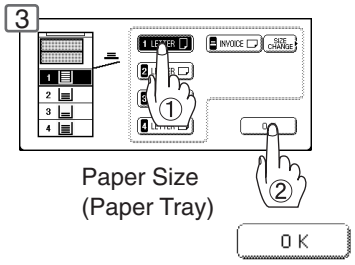
NOTE

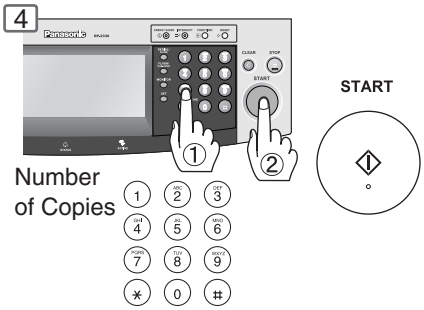
- In Centering and Image Repeat mode, make copies with the ADF open.
- Remove the originals from the ADF before selecting the Centering and Image Repeat mode. An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode.
  Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.

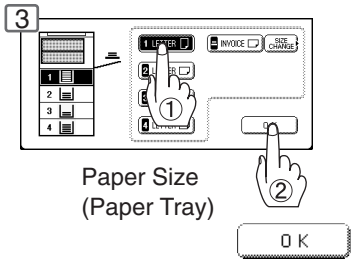


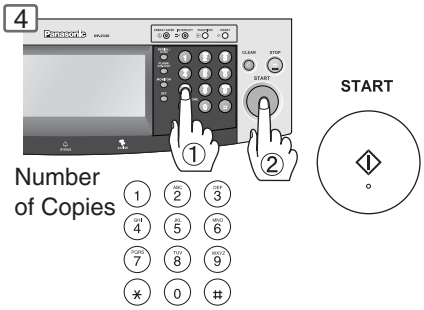


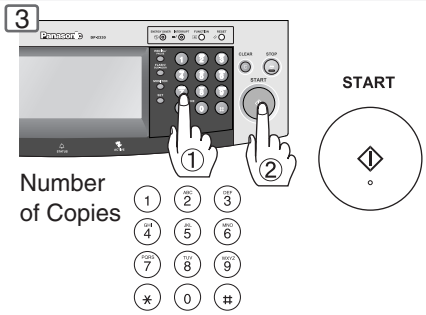
If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 58)









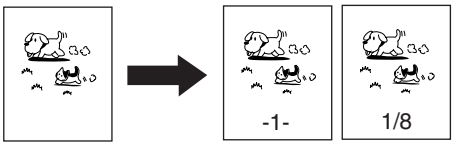


Making Copies

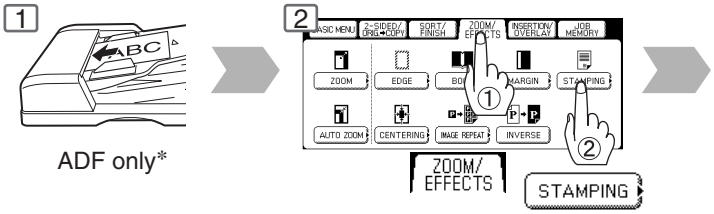
Zoom/Effects

■ Stamping (Page Numbering)

Page numbers can be automatically stamped on each page.

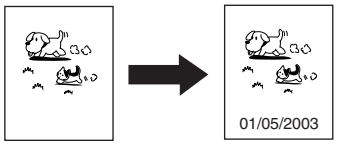


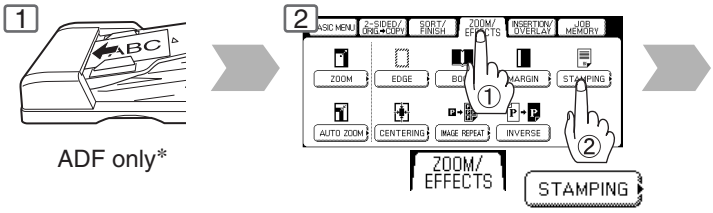
The page numbering format can be changed in function mode.
Default format is "-n-".
(See page 59)



■ Stamping (Date Stamp)

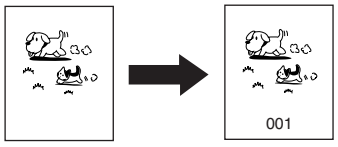
The date can be automatically stamped on each page.

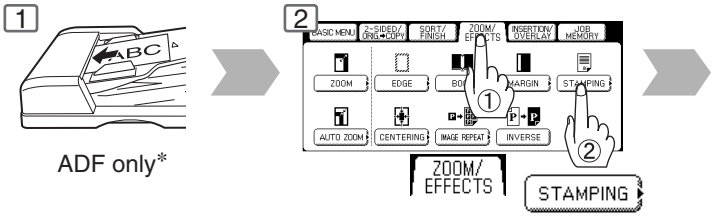




■ Stamping (Issue Number Stamping)

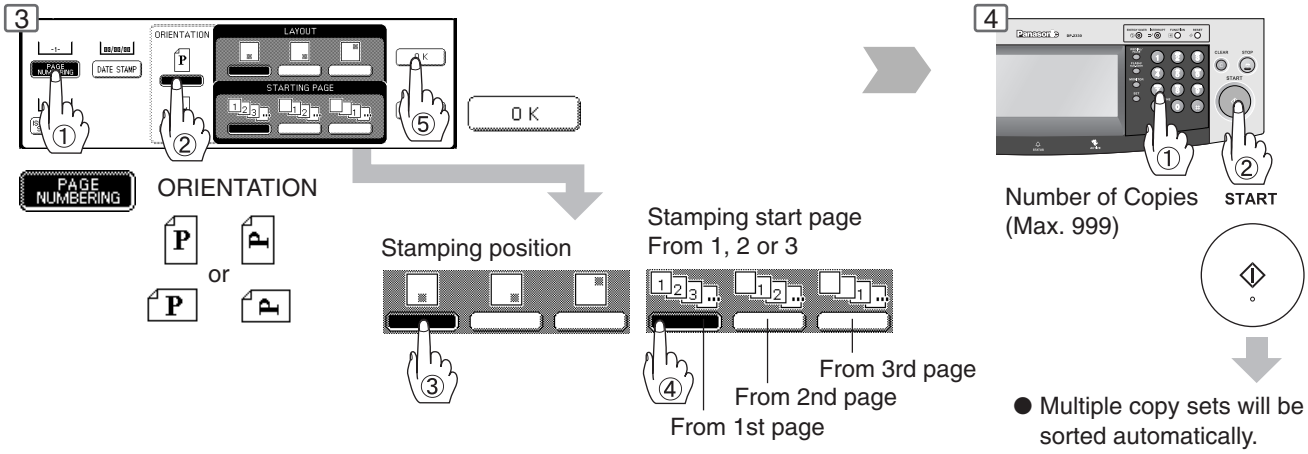
An issue number can be automatically stamped on each page.



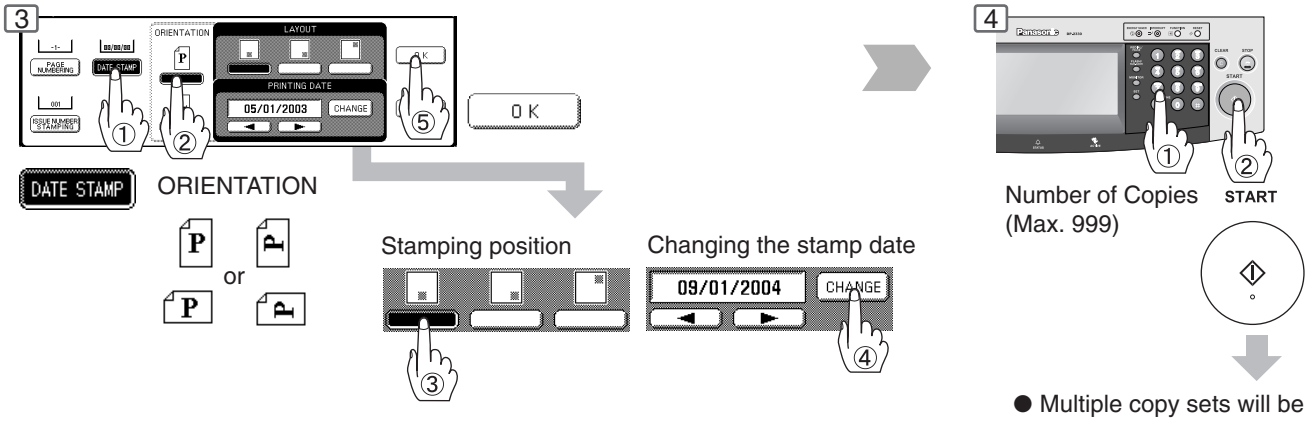


NOTE

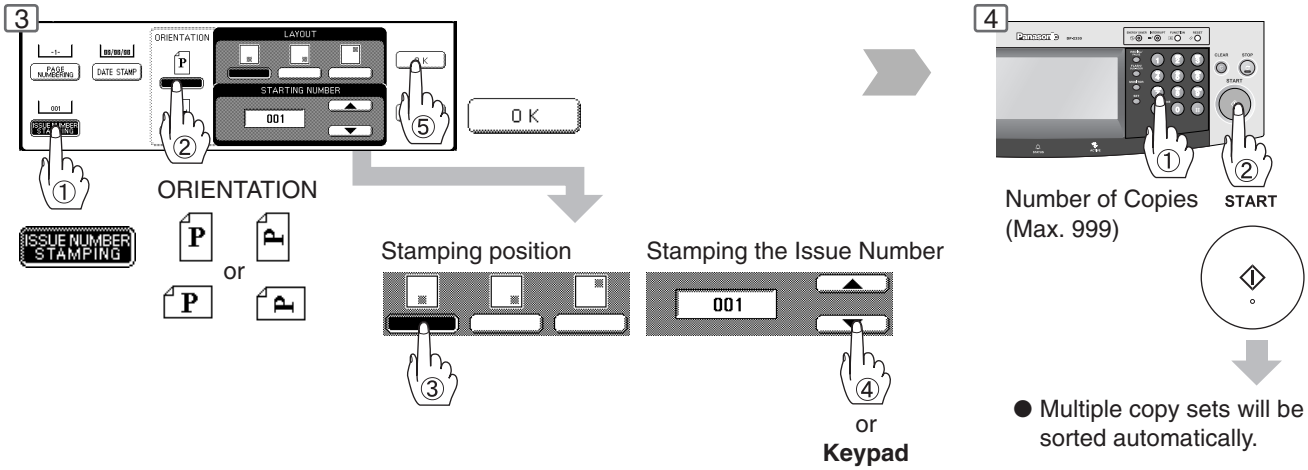
* When copying with the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the platen.



● Multiple copy sets will be sorted automatically.



● Multiple copy sets will be sorted automatically.



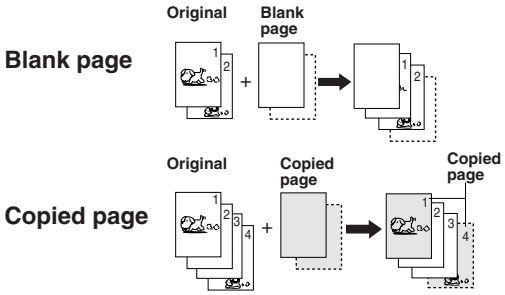
● Multiple copy sets will be sorted automatically.

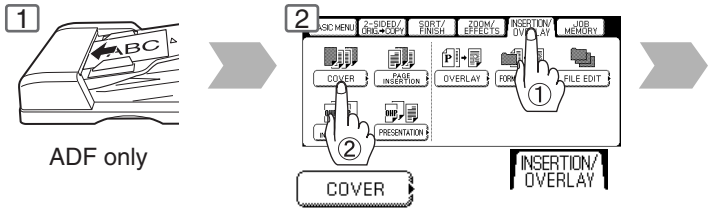
Making Copies

Insertion/Overlay

■ Cover

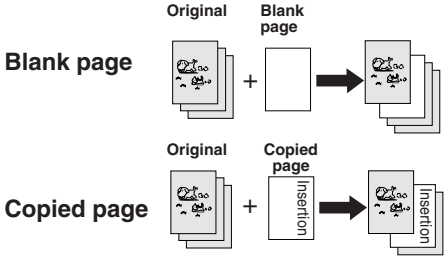
Adds Cover Page(s) to copies.

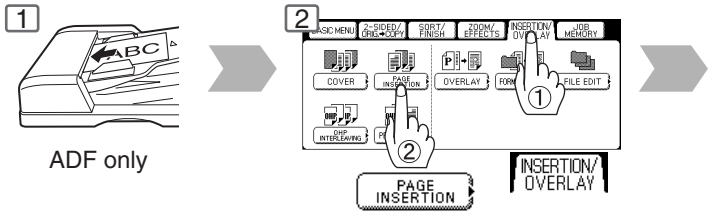




■ Page Insertion

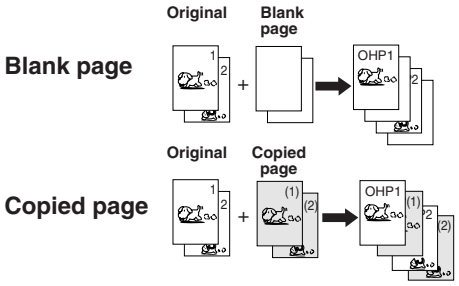
Inserts Blank/Copied pages between copies.

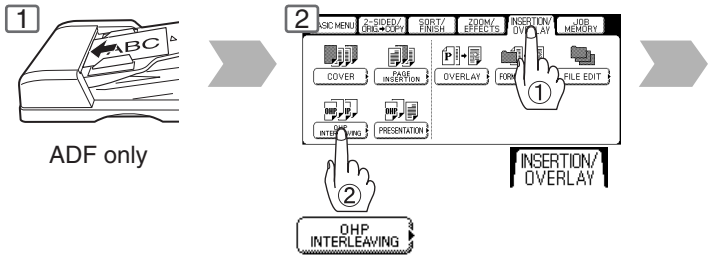




■ OHP Interleaving

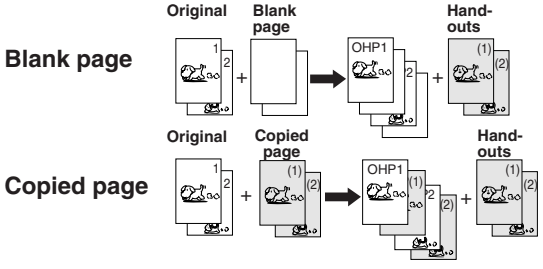
Inserts Blank/Copied pages between OHP film.

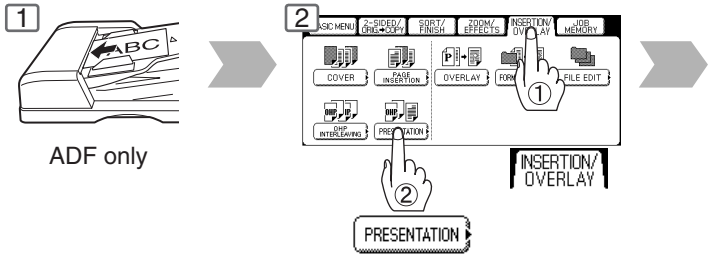




■ Presentation

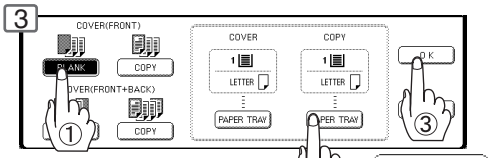
Inserts Blank/Copied pages between OHP film and make copied sets for handouts.





NOTE

- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorized Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)



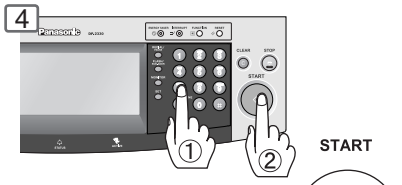
Cover Page mode

Cover (Front) Cover (Front+Back)

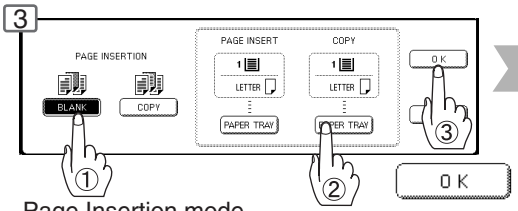
Blank

Copy

Paper Size*
Paper Tray



Number of Copies
(Max. 999)

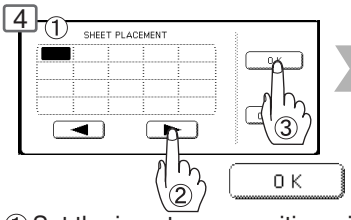


Page Insertion mode

Blank

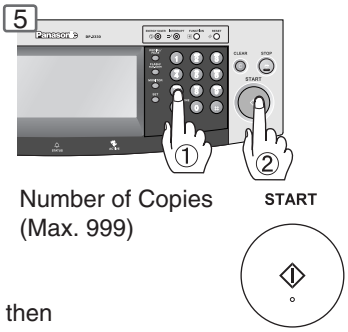
Copy

Paper Size*
Paper Tray



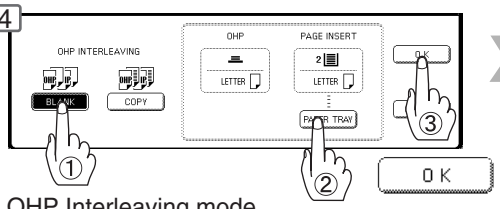
① Set the insert page position with Keypad**

② If selecting other position, move the sheet with ◄ / ► button, then set the insert page position with Keypad



Number of Copies
(Max. 999)

3 Load OHP film onto the Sheet Bypass

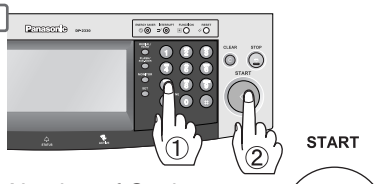


OHP Interleaving mode

Blank

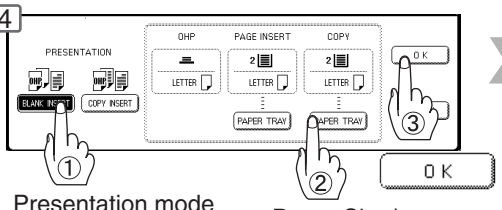
Copy

Paper Size*
Paper Tray



Number of Copies
(Max. 999)

3 Load OHP film onto the Sheet Bypass

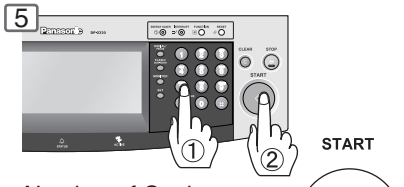


Presentation mode

Blank

Copy

Paper Size*
Paper Tray



Number of Copies
for handouts
(Max. 999)

NOTE

* The size and orientation of the printed copy and recording paper should match.

** Blank page to be inserted before the indicated selected page number.

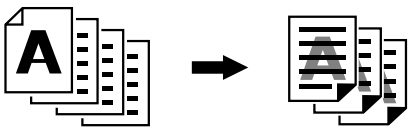
Making Copies

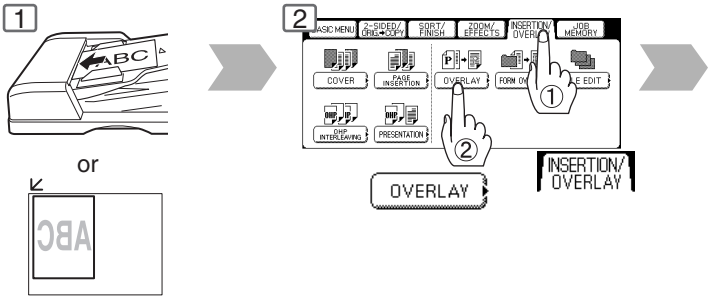
Insertion/Overlay

■ Overlay

Overlays a second image onto the first by using a second original.

1st-page





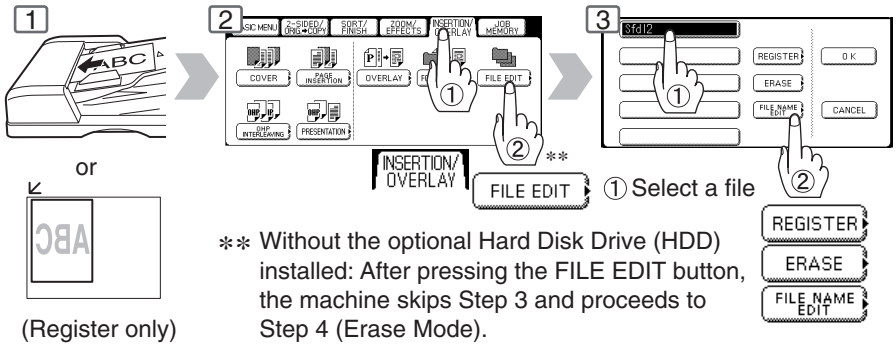
■ File Edit

Up to three* editing functions available in the Form Overlay feature.

REGISTER* : To Add a new file* (HDD = Max. 5 files)

ERASE* : To Erase a registered file

FILE NAME EDIT* : To Change the title of a file



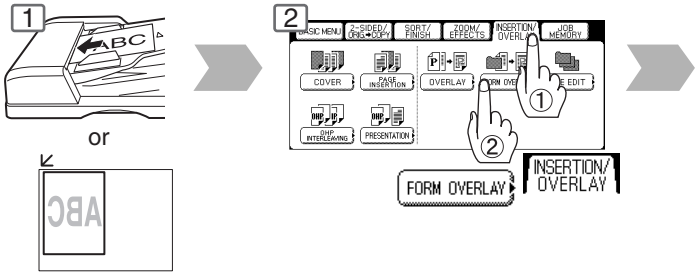
** Without the optional Hard Disk Drive (HDD) installed: After pressing the FILE EDIT button, the machine skips Step 3 and proceeds to Step 4 (Erase Mode).

* One image file can be registered.
With the optional Hard Disk Drive (DA-HD30) installed, up to 5 image files can be registered.
If the selected File Key already contains a registered file image, the new image will overwrite the current image.

■ Form Overlay

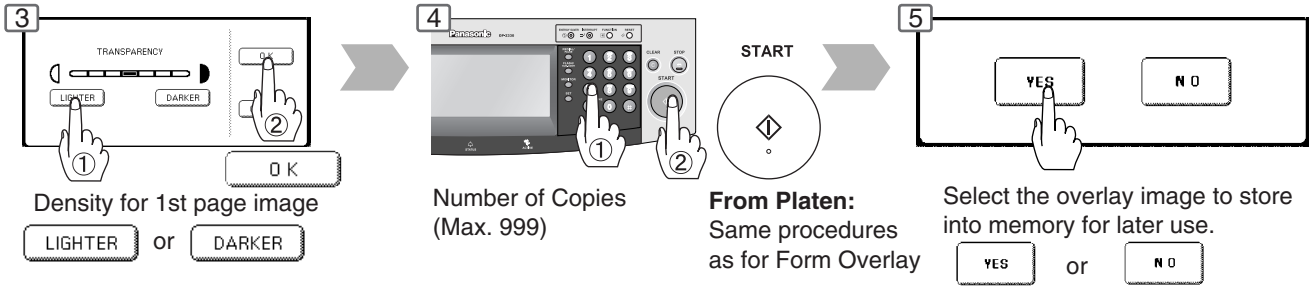
Overlay an image stored in memory onto the copy.

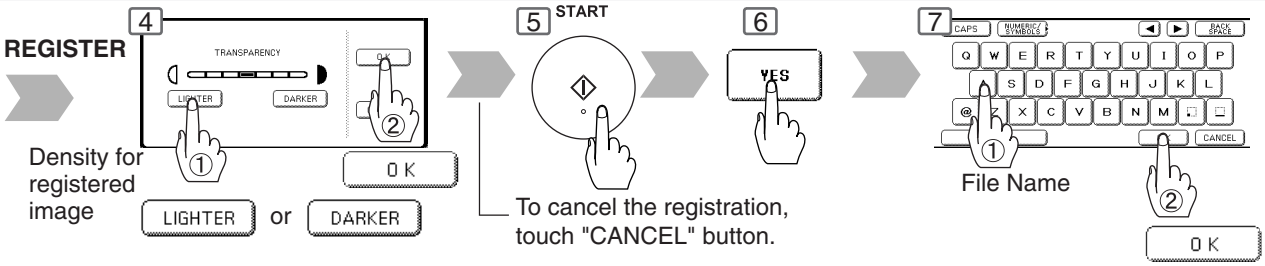
File

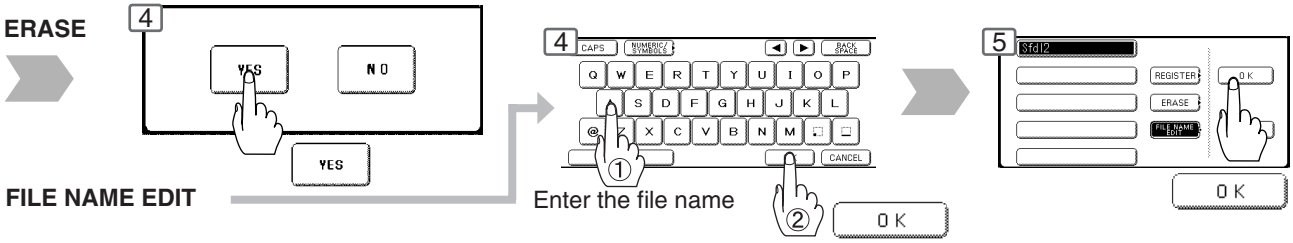


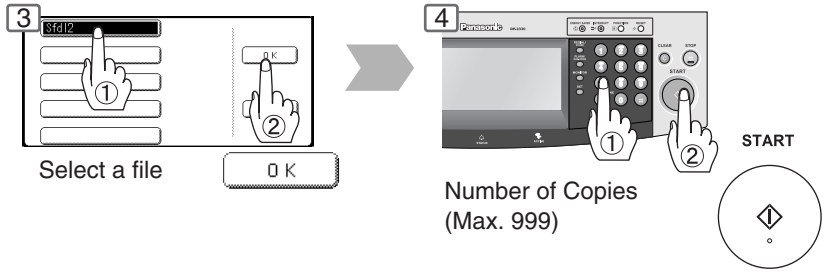
NOTE

- The File Edit function for selecting a file is only available when the optional Hard Disk Drive and Image Memory (See page 71) is installed.
  When the optional Hard Disk Drive is not installed, only one file can be selected.
- When an overlay image is not stored in memory, Form Overlay function is not selectable.









From Platen:
If “Another Original? message is displayed, touch the “NO” button.
Ex: 2 originals
① Touch "NO" button.
② Place the next original on the Platen.
③ Press Start Key.
④ Touch "YES" button.

Making Copies

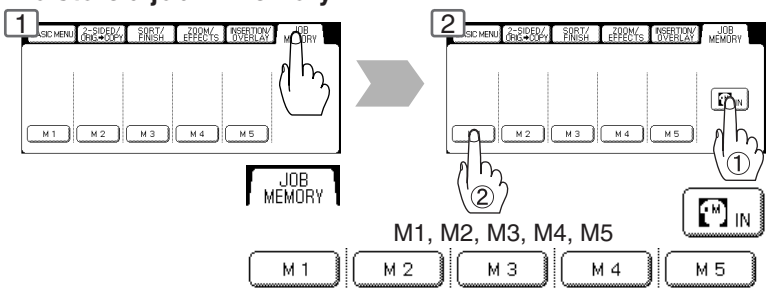
Other Features

■ Job Memory

Five Copy Jobs can be stored in Memory (M1 to M5) for recall at a later time.

Set up the copy job to be stored.

To store a job in memory



NOTE:
When the M5 Key is used, the Double Exposure Mode should be set to "Off" in the Copier Settings "16 Double Exposure". (See page 59)

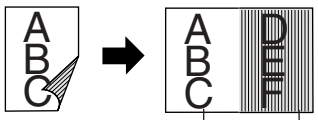
■ Double Exposure

From 2-Sided originals to 1-Sided 2 in 1 copies (side-by-side image). *1

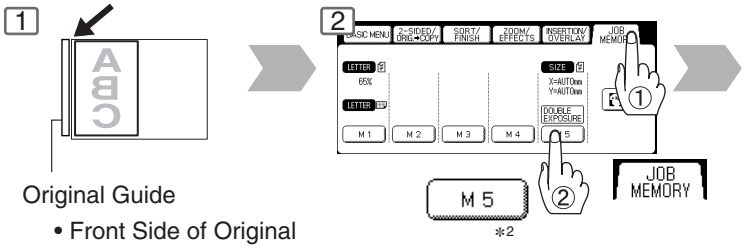
Original Size:
Maximum Invoice Copy Size: Letter-R

ex. Invoice

NOTE:

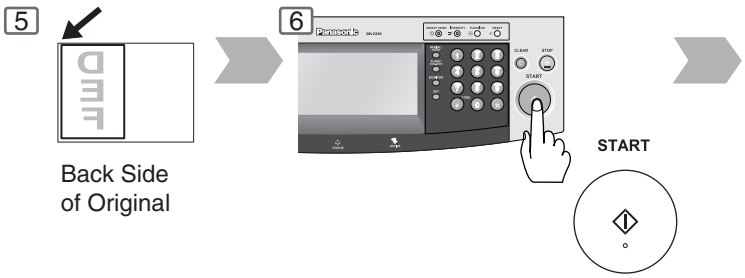


Front Side Image Back Side Image



Original Guide

- Front Side of Original
- Original Size:
  Free, maximum Invoice size
- Opening the ADF
- Fit original to the Original Guide.



Back Side of Original

NOTE:
When opening the Platen Cover or optional ADF/i-ADF

- An incorrect position detection of the original may occur when a strong light shines on the glass during this mode.
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in this mode.
- The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.

*1 When selecting the Double Exposure, it will be displayed as "2 in 1" at Job Settings, and "N in 1" of Function Select Key will also be displayed.

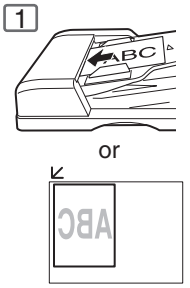
*2 Double Exposure function set by M5 key is unable to store with other Job Memory.

NOTE

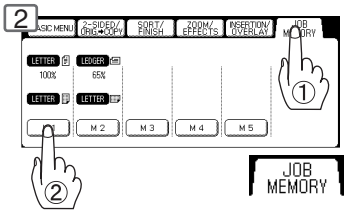
- JOB MEMORY mode will not be deleted even if the power switches are turned Off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.
- M1, M2 can use as manual skyshot mode by setting the user function mode.

To recall a job stored in memory

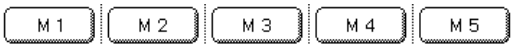
1



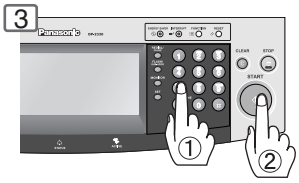
2



M1, M2, M3, M4, M5

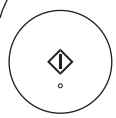


3

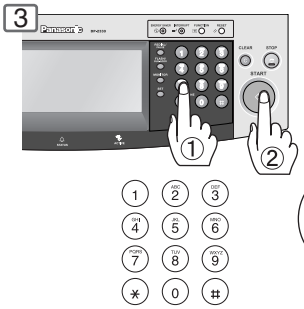


Number of Copies
(Max. 999)

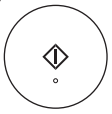
START



3

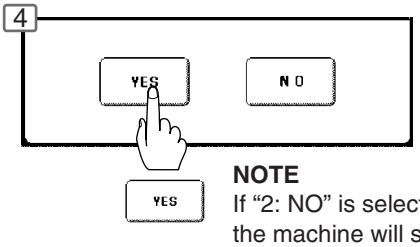


START



Number of Copies
(Max. 999)

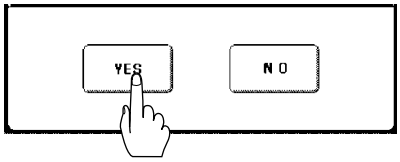
4



NOTE
If “2: NO” is selected, the machine will start copying only scanned original.

5

7 The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 40)



1: YES ➡ Continues to copy another original, repeat steps 1 and 3-② to step 6.
2: NO ➡ Starts making copies.

NOTE

- When using the double exposure mode, the M5 is turned On and other job requiring memory cannot be used.
- The default setting of Double Exposure Mode is "ON" in the Copier Settings "16 Double Exposure". If this setting is changed to “OFF”, this mode cannot be used.

Making Copies

Other Features

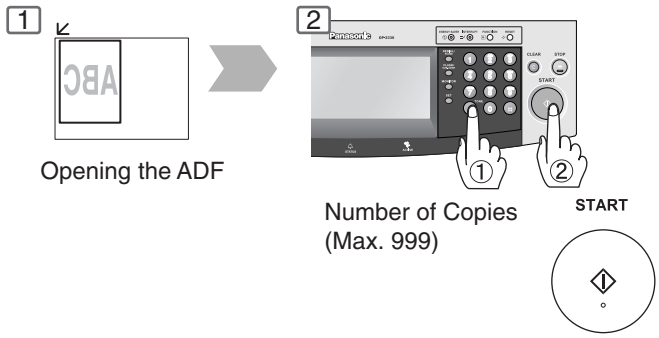
■ Skyshot Mode

Skyshot allows copying a manuscript without generating dark borders even if the platen cover or ADF is opened.
Two types of Skyshot modes can be selected;
Digital Skyshot Mode : The scanning area (size) is not pre-determined.
Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2) in advance.

Digital Skyshot Mode

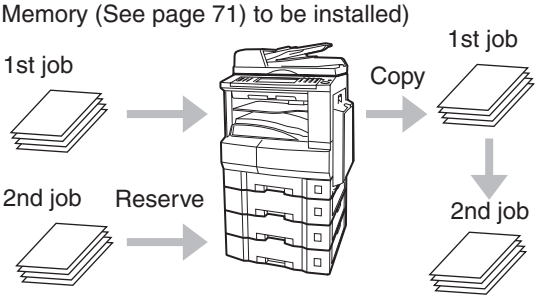
NORMAL
Default setting (usually select this mode).
QUALITY**
For better definition, select the Quality mode.

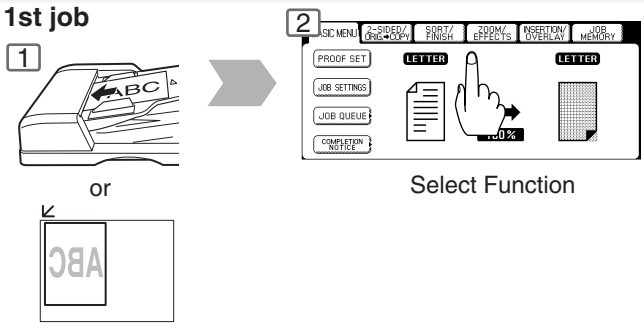
The default setting of Digital Skyshot Mode is "NORMAL". In this setting, the unit scans once. If there are black areas around the borders in the copies, set the Digital Skyshot Mode to "QUALITY" to soften the dark borders. In this setting, the unit scans twice.
(See page 58)



■ Concurrent Copying

The next copy job can be reserved even if the current copy job is not completed.
(Requires the optional Hard Disk Drive and Image Memory (See page 71) to be installed)





■ Energy Saver (Power Save Mode, Sleep/Shutdown Mode)

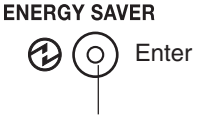
These modes save power while the copier is not in use.

1 **Power Save Mode**

or

Sleep/Shutdown Mode*
Automatically enters the Sleep/ Shutdown Mode after 15 minutes from the last copy job.

To clear 2 **ENERGY SAVER**



Indicator
Flash: Power Save Mode
Light: Sleep/Shutdown Mode

Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 140 Wh	N/A
Power Save	Approx. 28 Wh	Approx. 30 sec.
Sleep	Approx. 18 Wh	35 sec.
Shutdown	Approx. 3 Wh	35 sec.

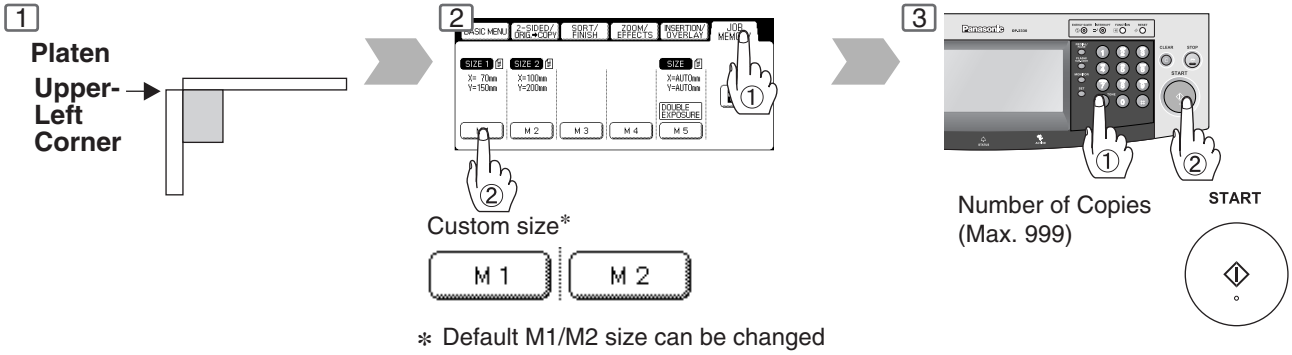
The machine will not go into Sleep/Shutdown Mode when the Weekly Timer is selected.

NOTE

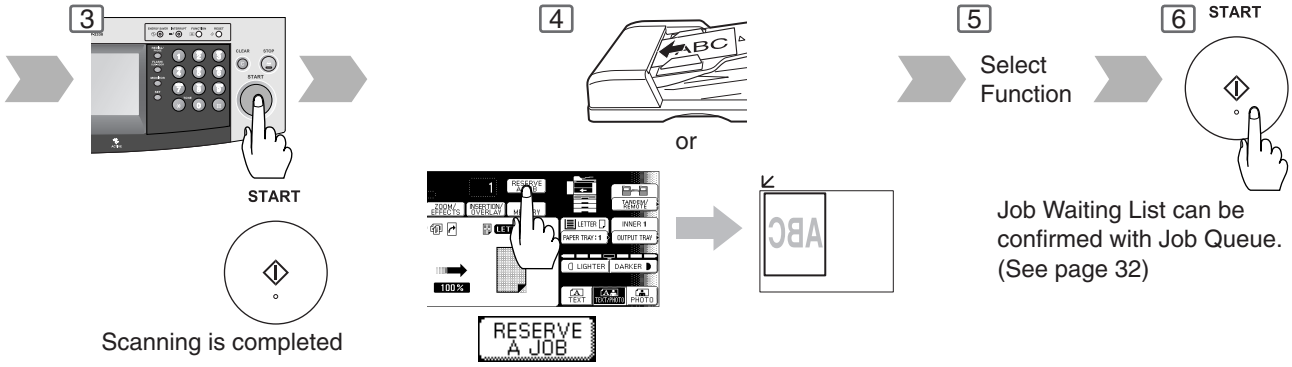
* Sleep Mode/Shutdown Mode and entering timer can be selected by the key operator. (See page 61)
** When copying the Quality mode combined with 1 ➡ 2, BOOK ➡ 2, 2PAGE, N in 1, or Double Exposure, "Quality" mode will be changed to "Normal" mode.
● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.

Manual Skyshot Mode

● Set “09 Manual Skyshot Mode” in Copier Settings first. (See page 58)

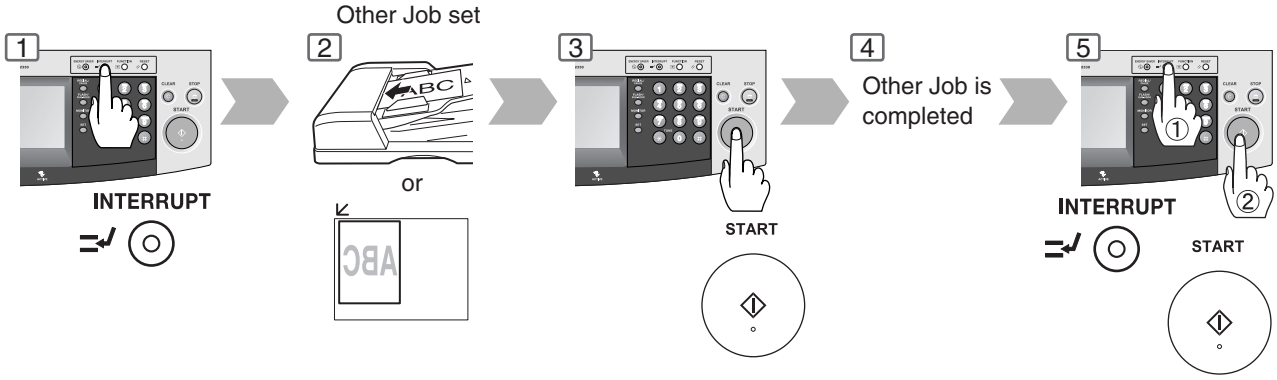


∗ Default M1/M2 size can be changed by Function mode. (See page 64)



■ Interrupt Mode

This mode can interrupt other copy jobs while making copies.

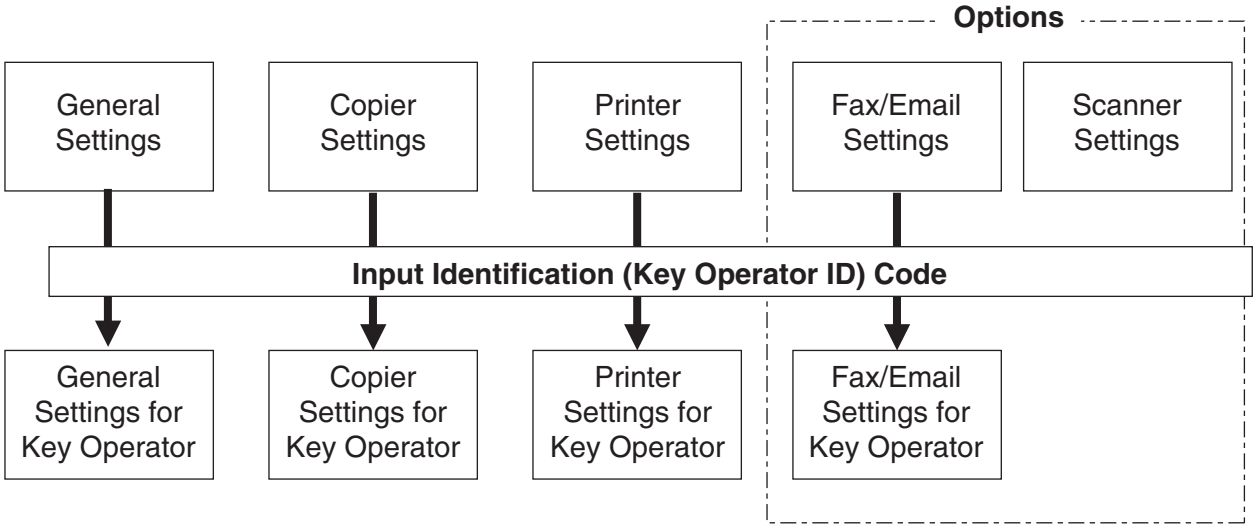


NOTE

- If using ADF, place originals in the center position of ADF Tray. The ADF can feed only 14 - 28 lb plain paper.
- When using the manual skyshot mode, the M1 and M2 are turned On and other job requiring memory cannot be used.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

Function

■ Using Function Modes to Change the Initial Modes

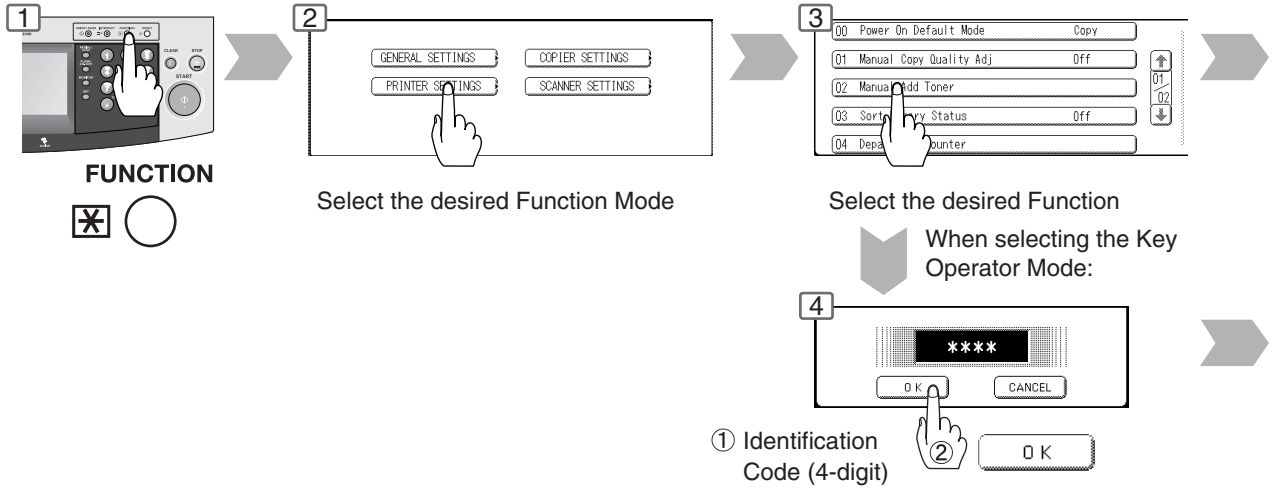


General Settings:

Changing the Initial Machine Modes

- Power On Default mode, Manually add toner, etc.
  (See page 58)
  For Key Operator:
  Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc.
  (See pages 61, 62 and 63)

■ Procedure



NOTE

- Please refer to the appropriate operating instructions manual for function settings on options.

Copier Settings:

Changing the Initial Copy Modes

- Default function of each copy mode
  (See pages 58 and 59)
  For Key Operator:
  Paper size priority, Original mode, Contrast, Job Build and SADF mode, Original size of Manual Skyshot mode, etc.
  (See page 64)

Printer Settings:

Changing the Initial Printer Modes

- Default function of each print mode
  (See page 60)
  For Key Operator:
  Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc.
  (See page 65)

<When Optional accessories are installed>

Scanner Settings:

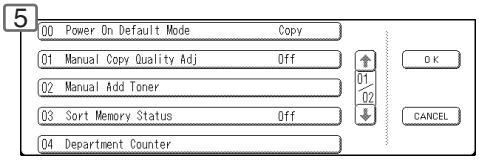
Changing the Initial Scanner Modes

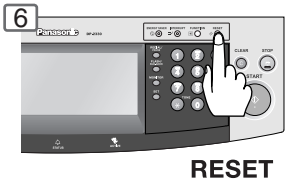
- Original mode, Compression mode, Resolution, Job Build and SADF mode, Address book, etc.
  (See page 59)
- The Completion Notice will work for other modes (i.e. Copy, etc.) even if the Scanner Option not installed.

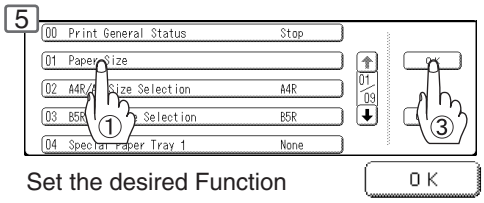
Fax/Email Settings:

Changing the Initial Fax/Email Modes
Refer to Operating Instructions (For Fax/Internet Fax function).

4 Set the desired Function Parameter(s).







Set the desired Function

OK

② Set the desired Function Parameter(s).

Function

■ General Settings

Screen No.	Modes	Function	Initial Setting
01/02	00 Power On Default Mode	Selects mode. ● COPY, FAX, PRINTER, SCANNER	Copy
	01 Manual Copy Quality Adj	Sets to activate the manual density control. ● Off, On	Off
	02 Manual Add Toner	Adds toner manually. ● Off, On	Off
	03 Sort Memory Status	Indicates the sorting memory status. ● Off, On	Off
	04 Departmental Counter	Indicates the department counter.	Consult with an authorized service provider
02/02	09 Key Operator Mode	Input the Key Operator ID Code.	

* When the optional Network Scaner Module/Fax Communication Board is installed.

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
01/04	00 Margin Value Default	Selects the margin shift value. ● 5 mm, 10 mm, 15 mm, 20 mm	10 mm
	01 Edge Value Default	Selects the edge width. ● 5 mm, 10 mm, 15 mm, 20 mm	5 mm
	02 Book Value Default	Selects the book void width. ● 15 mm, 20 mm, 25 mm, 30 mm	20 mm
	03 Margin Reduction Def.	Selects the reduction ratio in margin mode. ● No, Yes	No
	04 2-Sided Mode Default	Function sets the duplex priority mode. ● No, 1 to 2, 2 to 2, B (Book) to 2	No
02/04	05 N in 1 Default Mode	Selects the N in 1 default mode ● 2 in 1, 4 in 1, 6 in 1	2 in 1
	06 Reduce N in 1 For Space	Selects whether to disable edge deletion ● No, Yes	No
	07 Booklet Default Mag.	Selects the booklet magnification ● 100%, Reduce	Reduce
	08 Digital Skyshot Mode	Enables or disables the use of Skyshot mode. ● No, Normal, Quality	Normal
	09 Manual Skyshot Mode	Enables or disables the use of Manual Skyshot. ● Off, M1,On, M2,On, M1,M2,On	Off

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
03/04	10 Auto Contrast Adjust.	Automatically adjusts the copy density for text, T/P. ● No, Yes	Yes
	11 Sort Priority ADF	Selects the sort mode. ● None (Non-Sort), Sort, Shift*, Staple*, Group*	Sort
	12 Sort Priority Glass	Selects the sort mode. ● None (Non-Sort), Sort, Shift*, Staple*, Group*	None
	13 Stamping Default Mode	Selects the stamping mode. ● Page, Date, Issue	Page
	14 Page Numbering Style	Selects the page numbering style. ● -n-, n/m	-n-
04/04	15 Imag. Repeat Dotted Line	Selects the dotted line. ● None, Print	Print
	16 Double Exposure	Selects the double exposure. ● Off, On	On
	19 Key Operator Mode	Input Key Operator ID Code.	

* Shift, Staple and Group modes are available when the optional 1-Bin Finisher is installed and the "Outer" is selected with the touch panel display.

■ Scanner Settings

Screen No.	Modes	Function	Initial Setting
01/02	00 Scanner Settings Print	To print scanner settings. ● Stop, Start	Start
	01 Original Mode Default	Sets the original setting. ● Text, T/P (Text/Photo), Photo	T/P
	02 Compression Mode Def.	Sets the compression mode setting. ● MH, MR, MMR, JBIG	JBIG
	03 Resolution Default	Sets the resolution setting. ● 150 dpi, 300 dpi, 600 dpi	600 dpi
	04 Job Build and SADF Mode	Sets the Job Build and SADF mode initial setting. ● No, Yes	No
02/02	05 Bind Edge 2-Side Orig.	Sets the bind position, 2-sided original initial setting. ● Long, Short	Long
	06 Add New Address	To add new address.* ● PC, DD, FTP	0.0.0.0
	07 Edit Address Book	To edit address book.*	
	08 Delete Address	To delete address.*	
	09 XMT File Type	Sets the default XMF File Type. ● TIFF, PDF	PDF

NOTE

* Address Book is not necessary to set in this function setting, your PC can be registered with Panasonic-DMS. (See page 72)

Function

■ Printer Settings

Screen No.	Modes	Function	Initial Setting
01/04	00 Number of Prints	Sets the initial number of prints. ● 1 ~ 999	1
	01 Paper Size	Sets the paper size setting. ● A3, B4, A4, B5, A5, LEDGER, LEGAL, LETTER, INVOICE, 8 x 13, 8.5 x 13	LETTER
	02 Paper Tray	Sets the Paper Tray setting. ● Auto, Bypass, Tray 1, Tray 2, Tray 3, Tray 4	Auto
	03 Print Direction	Sets the print direction setting. ● Portrait, Landscap	Portrait
	04 Auto Tray Selection	Sets the auto tray setting. ● Off, On	On
02/04	05 2-Sided Print	Sets the 2-sided print setting. ● Off, On	Off
	06 Bind Edge	Sets the bind position. ● Long, Short	Long
	07 Resolution	Sets the resolution setting. ● 1200 x 600, 600 x 600, 300 x 300	600 x 600
	08 Font (PCL)*	Sets the PCL font. ● 0 ~ 99	0
	09 Symbol Table (PCL)*	Sets PCL symbol table. ● 0 ~ 35	11
03/04	10 Pitch (PCL)*	Sets the PCL pitch. ● 0.44 - 99.99	10.00
	11 Point Size (PCL)*	Sets PCL point size. ● 4.00 - 999.75	012.00
	12 Lines/Page (PCL)*	Sets PCL lines/page. ● 5 - 123	60
	13 Return Character (PCL)*	Sets PCL return character. ● CR, CR + LF	CR
	14 Mutual A4/LTR	Converts A4 to Letter automatically. ● Off, On	Off
04/04	15 Mailbox Memory Status**	Indicates the mailbox memory status. ● Memory, Box	
	16 Print Data	Sets print data. ● Stop, Start	Start
	19 Key Operator Mode	Input the Key Operator ID Code.	

NOTE

* When available with optional PCL.
** When available with optional Hard Disk Drive (DA-HD30) is installed.

■ General Settings

Screen No.	Modes	Function	Initial Setting
01/09	00 Print General Settings	Prints the initial user settings of the common menu. ● Stop, Start	Start
	01 Paper Size	Sets the paper size of each Paper Tray. ● Ledger, Legal, Letter, Letter-R, Invoice, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	Consult with an authorized service provider
	02 A4R/A5 Size Selection	Sets the Sheet Bypass initial paper size. ● A4R, A5	A4R
	03 B5R/A5R Selection	Sets the Sheet Bypass initial paper size. ● B5R, A5R	B5R
	04 Special Paper Tray 1	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
02/09	05 Special Paper Tray 2	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Paper 2, Tray 3, Tray 4, Bypass	None
	06 Auto Paper Out Rotate	Copier will automatically rotate image and print when the selected Paper Tray is empty. ● Off, On	Off
	07 Copy Output Tray	Sets the output Copy Tray. ● Inner 1, Inner 2, Outer	Inner 1
	08 Printer Output Tray	Sets the output Printer Tray. ● Inner 1, Inner 2, Outer	Inner 1
	09 Fax/Email Output Tray	Sets the output Fax/Internet Fax Tray. ● Inner 1, Inner 2, Outer	Inner 1
03/09	10 Auto Reset Time	Sets the Control Panel reset time. ● None, 30 sec., 1 min., 2 min., 3 min., 4 min.	1 min.
	11 Power Save Mode Timer	Sets the Power Save timer. ● 1 - 240 minutes	15
	12 Sleep/Shutdown Select	Sets the Sleep/Shutdown mode. ● Sleep, Shutdown	Sleep
	13 Sleep/Shutdown Timer	Sets the Sleep/Shutdown timer. ● None, 1 - 240 minutes	15
	14 Language Sel. Priority	Selects the display message language. ● Off, On	Off
04/09	15 Language Default	Selects the display message language. ● English, C. French, Spanish	English
	16 TCH Panel Beep Sound	Beep sound when the panel is touched. ● Off, Soft, Loud	Soft
	17 Original Set Beep Sound	Beep sound when original is set on the platen. ● No, Yes	No
	18 Orig. Set In ADF Sound	Beep sound when original is set in the ADF. ● No, Yes	Yes
	19 Dept. Counter Mode	● Monitors copy usage of each department (1) Printer usage of each document (2) Print limit of each department (3) ID code of each department	Consult with an authorized service provider

NOTE ● The Key Operator ID Code is required before any changes can be made to items on this page.

Function

For Key Operator

■ General Settings

Screen No.	Modes	Function	Initial Setting
05/09	20 Date Time Setting	Sets the registered date and time. ● Month, Day, Year, Time	
	21 Weekly Timer	Sets the weekly On/Off timer. ● Off, On (See page 66)	Off
	22 Daylight Time	Sets the daylight time. ● No, Yes	Yes
	23 DHCP Default	Sets the DHCP. ● No, Yes	Yes
	24 TCP/IP Address	Sets user IP address.** ● 3 digits x 4	0. 0. 0. 0
06/09	25 TCP/IP Subnet Mask	Sets the subnet mask.** ● 3 digits x 4	0. 0. 0. 0
	26 TCP/IP Default Gateway	Sets the gateway address.** ● 3 digits x 4	0. 0. 0. 0
	27 DNS Server Address	Sets the DNS server.** ● No, Yes	Yes
	28 MAC Address	Indicates the MAC address.	
	29 Hard Disk Initialize	Selects the HDD format/deletion.* ● Format, Deletion*** <Sub Function> For Format : No, Yes For Deletion: Stop, Medium, High <Sub Function> For Medium/High: No, Yes	Format (Stop)

NOTE

- ● The Key Operator ID Code is required before any changes can be made to items on this page.
- * Not required in copying mode, but needed when installing options with advanced functions (See page 71).
- ** When functions No. 24 to 27 and No. 33 to 36 and 42 are set, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.
- *** When elimination is executed, it differs depending upon the data accumulation quantity inside the hard disk, but until operation of elimination completes, with Medium maximum of 2 hours, maximum of 3 hours are required with High. Because at that time, as for the knitting machine it cannot use, when executing knitting machine talent, please consider use frequency.

■ General Settings

Screen No.	Modes	Function	Initial Setting
07/09	30 Hard Disk Error Check	Selects the HDD error check* ● Stop, Start	Stop
	31 Address Book Group ID	Inputs address book group ID. ● 0 ~ 99	0
	32 Tandem User Parameter	Inputs the Tandem User Parameter.	
	33 Community Name (1)	Selects to change the SNMP of Community Name (1).** ● Enables read/write	public
	34 Community Name (2)	Selects to change the SNMP of Community Name (2).** ● Enables read	public
08/09	35 Device Name	Input the device name when required.** (For Status Monitor/EtherTalk Machine Name)	Panasonic DP-2330 or DP-3030
	36 Device Location	Input the device location when required.** (For Status Monitor)	
	37 Routing Menu Function	Selects the Document Distribution function. ● No, Yes	No
	38 Doc. Dist. Server Name	When "27 DNS Server Address" is set to "Yes". Inputs the Document Distribution System routing server name. (Max. 60 characters)	
	39 Doc. Dist. Server IP	When "27 DNS Server Address" is set to "No". Inputs the Document Distribution System routing server IP address. ● 3 digits x 4	0. 0. 0. 0.
09/09	40 Special Paper Tray 3	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	41 Special Paper Tray 4	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	42 Data Deletion Of HD	Selects the security level for the Hard Disk data deletion function for every Copy/Print job. ● Basic, Medium, High When the optional hard disk unit is installed, every Copy/Print job data is automatically deleted upon completion by overwriting the entire image with random data. Select one of the 3 available data deletion security levels (Basic, Medium or High). The deletion time increases with the increase in security level (Medium or High) selected, and may require more time to execute.	Basic

Function

For Key Operator

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
01/04	00 Copier Settings Print	Prints the copier settings. ● Stop, Start	Start
	01 Paper Size Priority	Selects paper size priority ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, 8 x 13, 8.5 x 13	LETTER
	02 Original Mode Default	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	03 Text Contrast	Selects contrast for Text mode ● 1 ~ 7	4
	04 T/P Contrast	Selects contrast for Text/Photo mode ● 1 ~ 7	4
02/04	05 Photo Contrast	Selects contrast for Photo mode ● 1 ~ 7	4
	06 Overlay Contrast	Sets the density (transparency) of the page being produced in overlay mode. ● 1 ~ 7	4
	07 Interleaving Default	Selects OHP interleaving paper ● Blank, Copy	Blank
	08 Page Insertion Default	Selects page insertion ● Blank, Copy	Blank
	09 Cover Mode Default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
03/04	10 Job Build And SADF Mode	Enables or disables the SADF function. ● No, Yes	Yes
	11 Maximum Copy Setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Inputs the frequently used size in job memory 1. ● X: 5~432/Y: 5~297 mm (See page 55)	70 x 160 mm (X) (Y)
	13 M2, Size	Inputs the frequently used size in job memory 2. ● X: 5~432/Y: 5~297 mm (See page 55)	95 x 220 mm (X) (Y)
	14 Memory Overflow Warning	Selects performed task when the memory overflow occurs ● Print, Cancel	Print
04/04	15 Add New Tandem Desti.	● Inputs a new destination to split the copy job	0.0.0.0
	16 Edit Tandem Destination	● Edits a copy destination	
	17 Delete Tandem Desti.	● Deletes a copy destination	

NOTE

● The Key Operator ID Code is required before any changes can be made to items on this page.

■ Printer Settings

Screen No.	Modes	Function	Initial Setting
01/03	00 Printer Settings Print	Sets the printer status printout. ● Stop, Start	Start
	01 Job Completion Time	Sets the job completion time setting. ● 1~ 999 sec.	180
	02 Page Protection	Compress automatically then printout. ● Off, On	Off
	03 Error Page Print	Sets the error page printout. ● Off, On	On
	04 Spool Function	Sets the spool function. ● Off, On	On
02/03	05 Text Print	Prints text page only. ● Off, On	On
	06 PS Configuration Print	Sets the status page print of PS. ● Stop, Start	Start
	07 Font List Print (PCL)	Sets the font list print of PCL. ● Stop, Start	Start
	08 Font List Print (PS)	Sets the font list of PS. ● Stop, Start	Start
	09 Mailbox Data Holding	Sets the automatic holding function of mailbox data.* ● Infinity, 1 day, 2 days, 3 days, 4 days, 6 days, 7 days	7 days
03/03	10 Delete Mailbox Data	Sets delete the mailbox data.* ● All, Before	Before
	11 Print Queue Delete	Sets authorization to delete the print queue. ● Free, Key Op. (operator)	Key Op.
	12 AppleTalk Zone Name***	Inputs an AppleTalk Zone name.** ● Maximum 32 characters	

NOTE

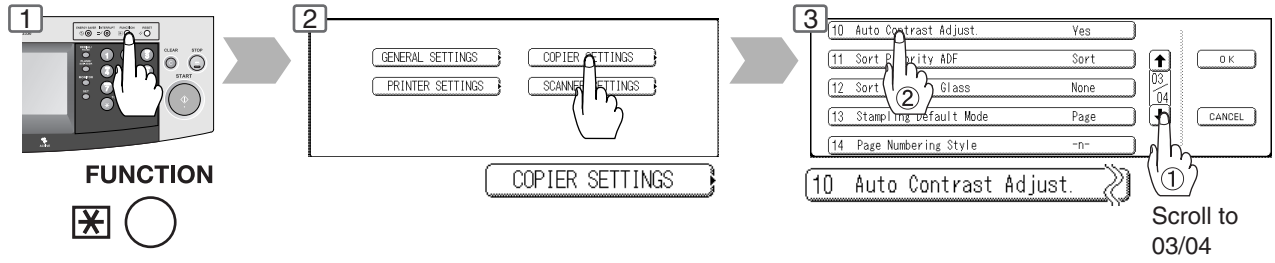
- ● The Key Operator ID Code is required before any changes can be made to items on this page.
- * Functions 04, 09 and 10 are available when optional Hard Disk Drive (DA-HD30) is installed.
- ** When function No. 12 is set or No. 4 is change, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.
- *** When available with optional PS.

Function

For Example

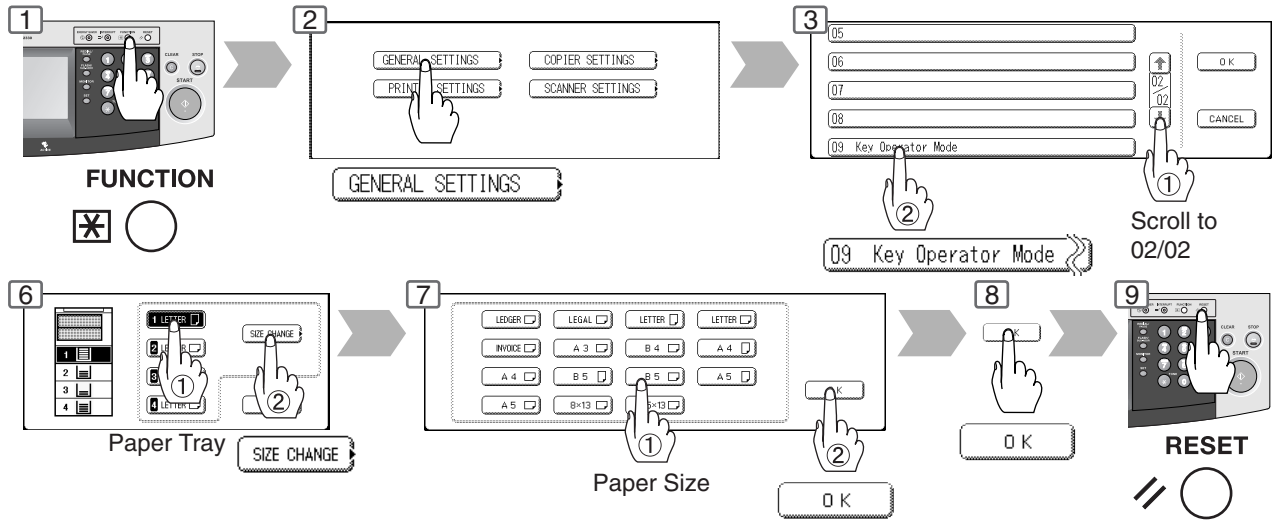
■ Changing the Auto Contrast Setting

You can select whether to automatically adjust the copying density for Text and Photo originals.



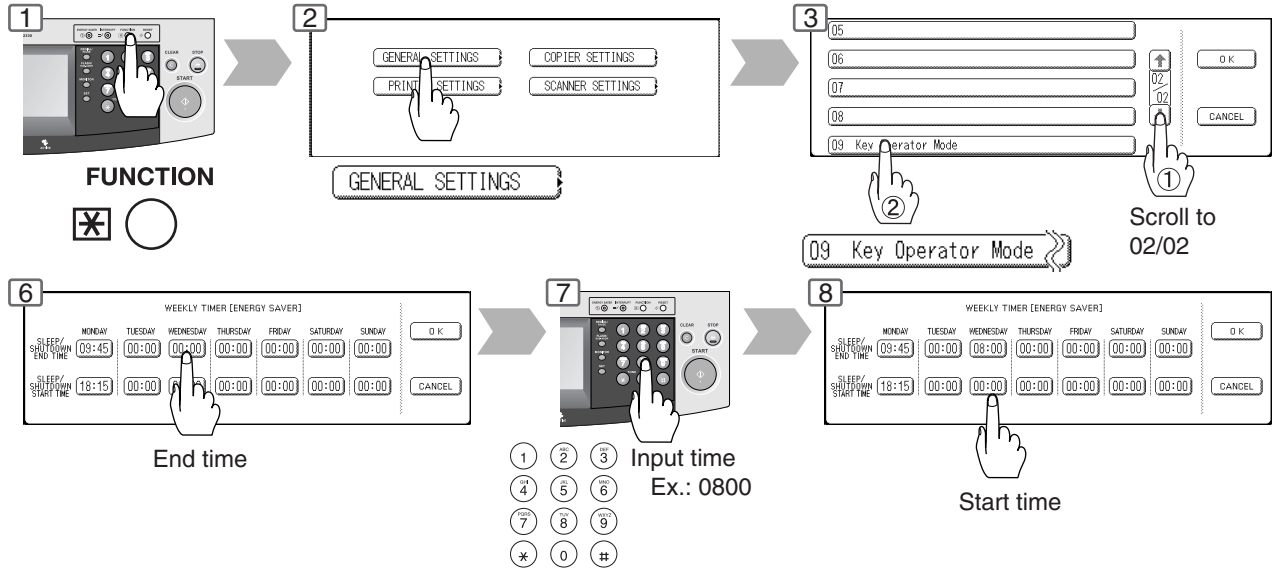
■ Changing the Paper Size

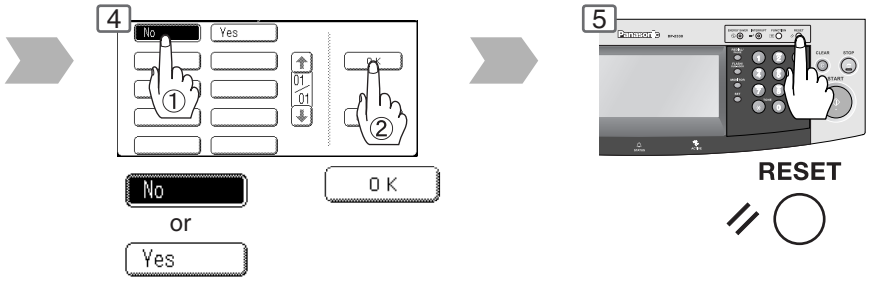
The Paper Trays are designed to accommodate Invoice, Letter, Letter-R, Legal and Ledger Size paper.

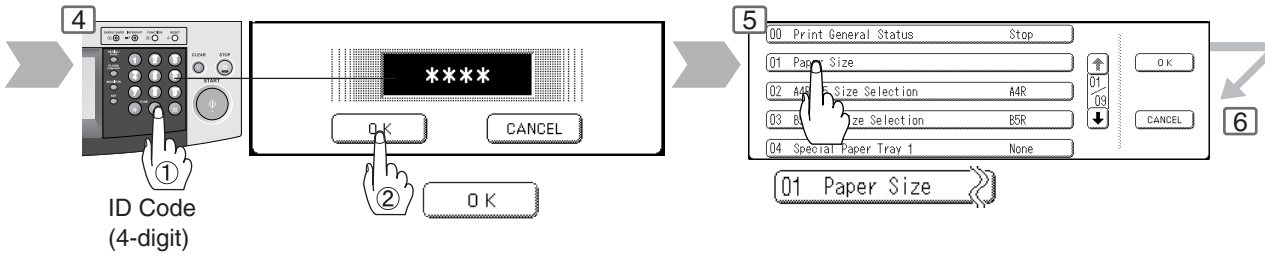


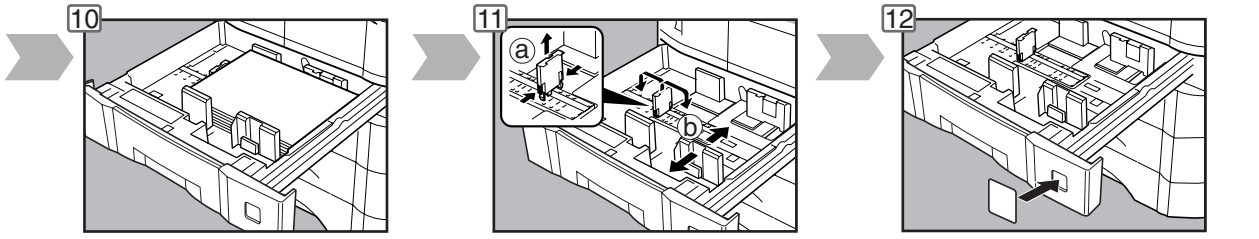
■ Weekly Timer

Key Operator can administer the Weekly Timer. On/Off weekly timers.

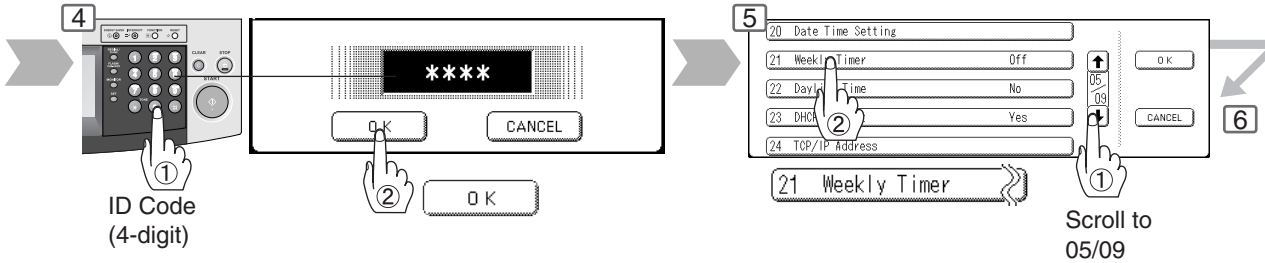


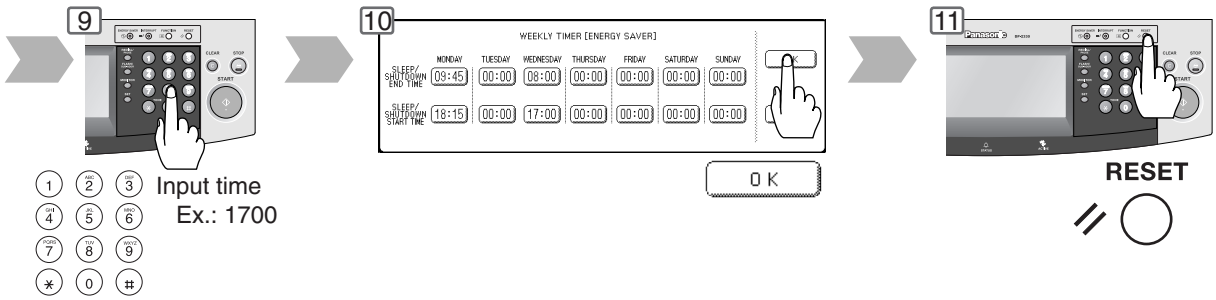






Note: It is recommended that the paper guide (ⓑ) is fixed in place with screws.
Consult an authorized service provider for details on how to fasten the guide.



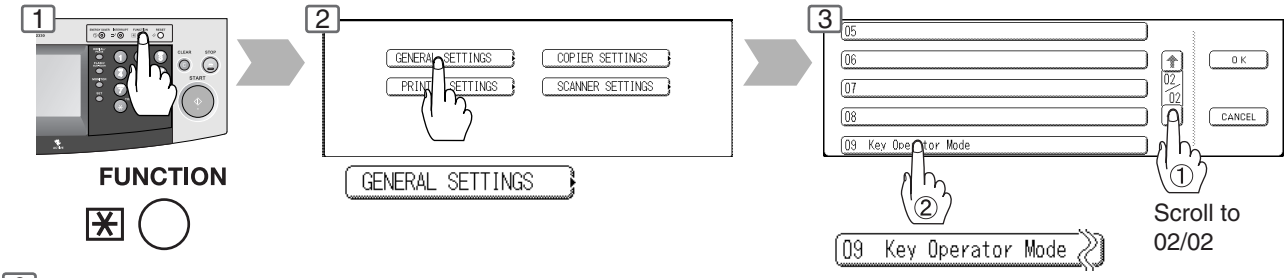


Function

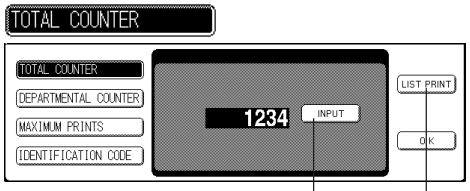
For Example

■ Department Counter

The Department Counter feature can limit the number of copies, administer counters and Identification Code numbers for each department. (Maximum Number of Departments: 300)
Contact your authorized service provider to enable the Department Counter feature.



6 For Total Counter



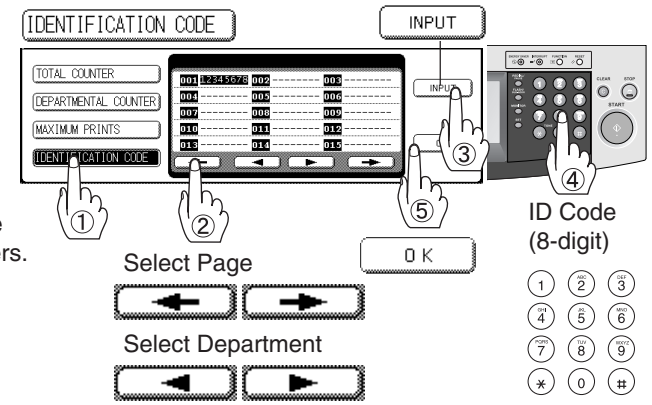
Displays the sum of all the active department counters.

Prints all the active department counters.

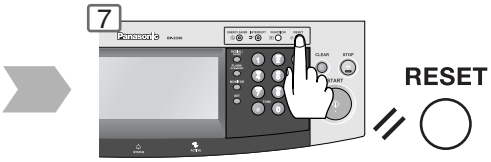
To clear the total counter, touch the INPUT button, enter 0 and touch the OK button.

or

For Identification Code



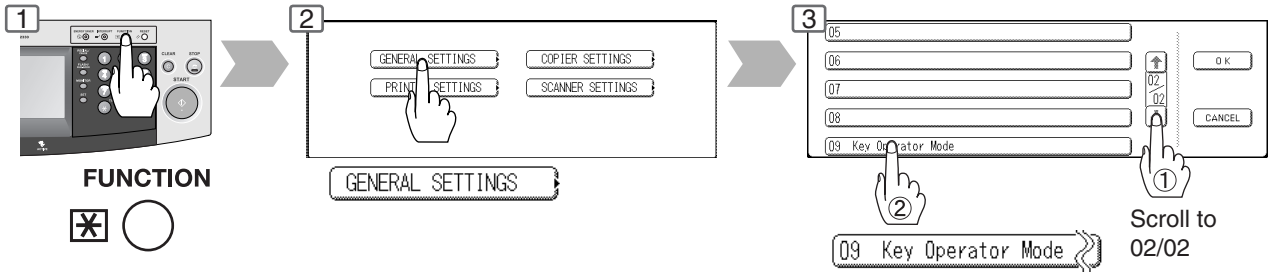
or

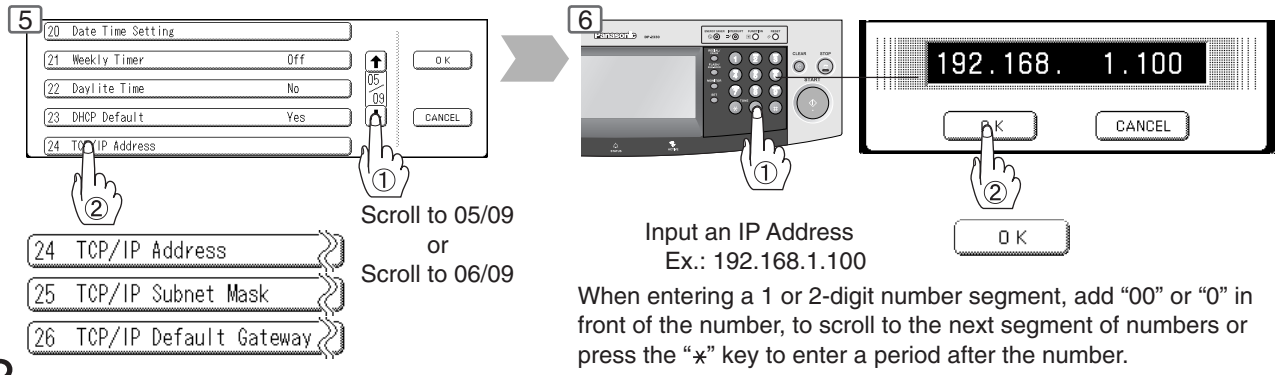


⑥ Input a Department Name (up to 25 characters) using the Keyboard and touch the OK button. (See page 31, How to use the Keyboard)

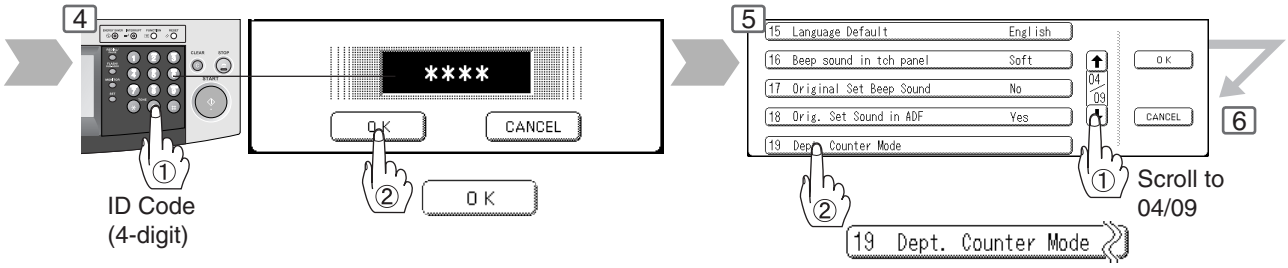
■ Network Settings

When the Parameter “23 DHCP Default” is set to “No” in the General Settings, the Key Operator must administer the Network settings manually.

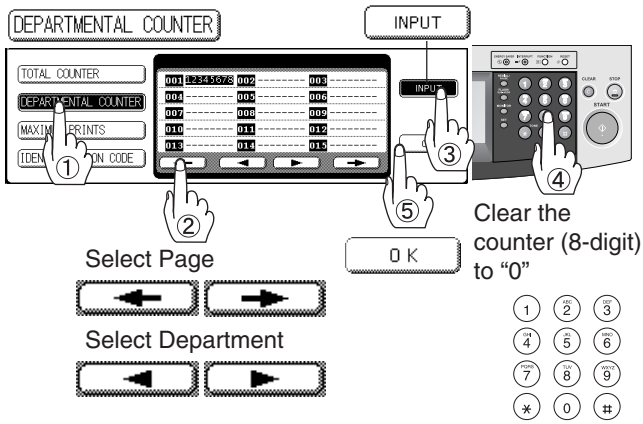




When entering a 1 or 2-digit number segment, add “00” or “0” in front of the number, to scroll to the next segment of numbers or press the “✳” key to enter a period after the number.

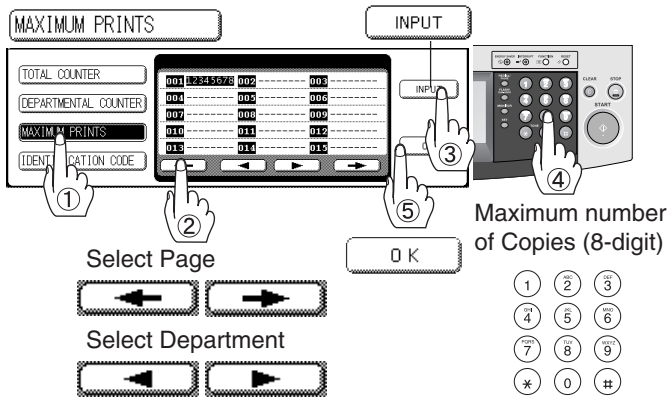


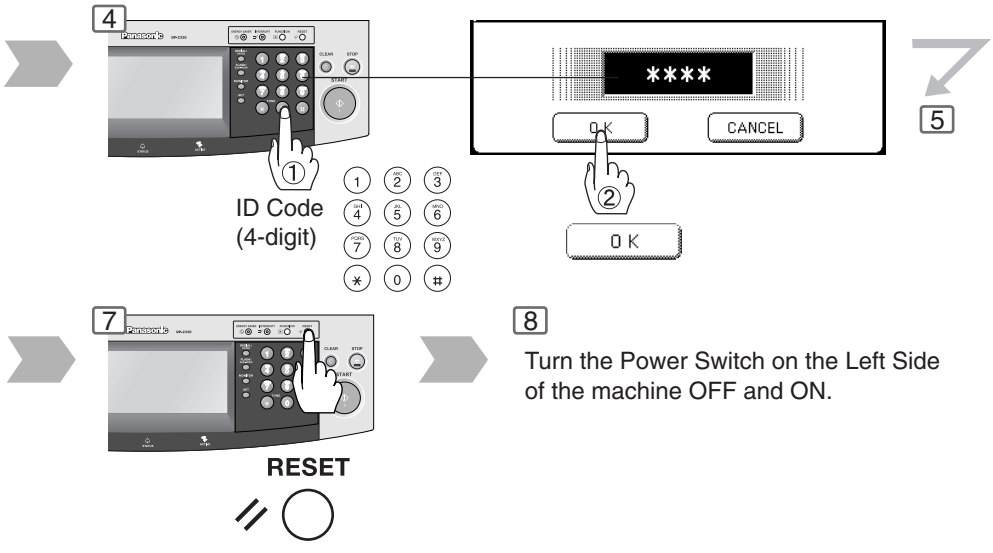
For Department Counter



or

For Maximum Prints





8

Turn the Power Switch on the Left Side of the machine OFF and ON.

Function

Combined Function Table

First Selections \ Next Selections		1➔1	1➔2	2➔1	2➔2	Book➔2	2 Page	N in 1	Booklet	Multi-Size Feeding	Job Build and SADF	Sort	Shift-Sort	Rotate-Sort	Staple-Sort	Shift-Group	Rotate-Group	Non-Sort	Zoom	Auto Zoom	Edge	Book	Margin	Stamping	Image Repeat	Centering	Inverse	Cover	Insertion	OHP Interleaving	Presentation	Overlay	Form Overlay	File Edit	Interrupt	Proof Copy	Tandem Copy	Concurrent Copying	Manual Skyshot	Digital Skyshot	Double Exposure
2-SIDED/ORIG. ➔ COPY	1➔1	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A
	1➔2	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	A	A	◎	◎	×	A	◎	◎	／	A	◎	A
	2➔1	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	◎	◎	◎	A	◎	◎	×	A	◎	◎	／	A	×	A
	2➔2	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	◎	◎	◎	A	◎	◎	×	A	◎	◎	／	A	×	A
	Book➔2	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	◎	A
	2 Page	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	◎	A
	N in 1	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	×	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	◎	／	A	◎	A
	Booklet	A	A	A	A	A	A	A	A	×	◎	／	／	／	／	／	／	／	◎	×	◎	◎	×	×	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	×	A
	Multi-Size Feeding	◎	×	×	×	×	×	×	×	R	×	◎	◎	△	◎	◎	△	◎	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	×	×	◎	A	◎	◎	／	A	A	A
	Job Build and SADF	◎	◎	◎	◎	◎	◎	◎	◎	×	R	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	×	A
SORT/ FINISH	Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎	A
	Shift-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎	A
	Rotate-Sort	◎	◎	◎	◎	◎	◎	◎	A	△	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	◎	A
	Staple-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎	A
	Shift-Group	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	◎	A
	Rotate-Group	◎	◎	◎	◎	◎	◎	◎	A	△	◎	A	A	A	A	A	A	A	◎	×	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	×	A
	Non-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	◎	A	◎	◎	◎	A	◎	◎	／	◎	◎	A
ZOOM/ EFFECTS	Zoom	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎	A
	Auto Zoom	◎	◎	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	×	◎	A	A	×	×	×	×	◎	◎	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎	A
	Edge	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎	A
	Book	◎	◎	◎	◎	◎	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	A	◎	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎	A
	Margin	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	A	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎	A
	Stamping	◎	◎	◎	◎	×	×	◎	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	A	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	×	A
	Image Repeat	◎	A	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	R	A	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎	A
	Centering	◎	◎	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	A	R	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎	A
	Inverse	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	R	◎	◎	◎	◎	×	×	×	A	◎	◎	／	A	◎	A
INSERTION/ OVERLAY	Cover	◎	◎	◎	◎	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	A	◎	A	A	◎	◎	×	A	◎	×	／	A	×	A
	Insertion	◎	◎	◎	◎	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	◎	A	A	A	◎	◎	×	A	◎	×	／	A	×	A
	OHP Interleaving	◎	×	◎	×	×	×	×	×	×	×	×	×	×	×	×	×	◎	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	×	／	A	×	A
	Presentation	◎	×	×	×	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	×	／	A	×	A
	Overlay	◎	◎	◎	◎	×	×	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	×	◎	◎	◎	◎	A	A	×	×	◎	×	×	A	◎	A
	Form Overlay*	◎	◎	◎	◎	×	×	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	×	◎	◎	◎	◎	A	A	×	×	◎	×	／	A	◎	A
	File Edit	◎	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	A	／	／	×	／	◎	／
Others	Interrupt	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	×	×	R	◎	◎	◎	×	◎	×
	Proof Copy	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	R	A	／	◎	◎	◎
	Tandem Copy	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	×	×	×	×	×	×	A	×	A	／	◎	◎	◎
	Concurrent Copying	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	×	A	×	◎	／	◎	◎	◎
	Manual Skyshot	◎	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	×	×	×	×	×	×	×	A	◎	◎	／	A	×	A
	Digital Skyshot	◎	◎	×	×	◎	◎	◎	×	×	×	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	◎	◎	◎	◎	◎	◎	◎	A	／	A
	Double Exposure	×	×	×	×	×	×	×	×	×	×	◎	◎	◎	◎	◎	×	◎	◎	×	◎	×	◎	◎	×	×	◎	×	×	×	×	×	×	×	A	◎	◎	／	A	×	A

* Form Overlay
When the optional Hard Disk Drive Unit (DA-HD30) is not installed, the operation result of the Combined Function will change to an "R".

NOTE:
A registered image cannot be availed in selected copy function of above gray highlighted.

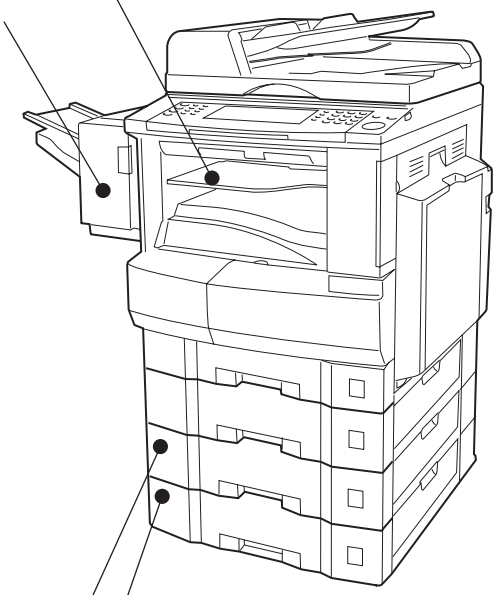
◎ : Possible Combined Functions.
△ : Possible Combined Functions without full size copy ratio.
× : Unavailable Combined Functions.
A : Next Selection is Carried Out.
R : When the same function is selected twice, the second selection is ignored.
／ : Functional combination that cannot be performed.

Accessories

Components

■ The DP-2330/3030 is a digital photocopier which can produce images with great clarity.
Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

■ Options



Inner Tray
(DA-XN201)

1-Bin Finisher
(DA-FS300)
or
Exit Tray
(DA-XT200)

3rd Paper Tray
(DA-DS305)

4th Paper Tray
(DA-DS306)

Fax Communication Board
(DA-FG300)

Internet Fax/E-Mail Module
(DA-NF600)

Image Memory
(DA-SM16B/64B/28B)
- 16/64/128 MB
- To increase the memory capacity for electronic sorting.

Hard Disk Drive (HDD) Unit
(DA-HD30)
- This option also requires at least 16 MB of optional Sorting Image Memory (DA-SM16B)
- For PS Printing (for Fonts)
  Security Print/Mailbox
  Tandem copy/Concurrent copy
  Internet Fax without mail server
  1,000 Station Address Book
  Print Job Spooling
  Account Management

Expansion Board
(DA-EM600)
- Expansion F-ROM (8 MB)

Network Scanner Module
(DA-NS600)

Network Scanner Module for Document Distribution System
(DA-NS601)

Printer Controller Module
(DA-PC301)
- Printer Controller for PCL6*

Multi Page Description Language Controller Module
(DA-MC301)
- Printer Controller for PS*/PCL6

Panasonic Document Distribution System
(DA-WR10)

■ Supplies

Part Name	Part No.	Remarks
Staple Cartridge	FQ-SS32	Staple Cartridge Refills (3) for DA-FS300
Toner	DQ-TU15E	Toner

NOTE

* PCL6 is a Page Description Language of the Hewlett-Packard Company.
PS is a Page Description Language of the Adobe Cooperation.

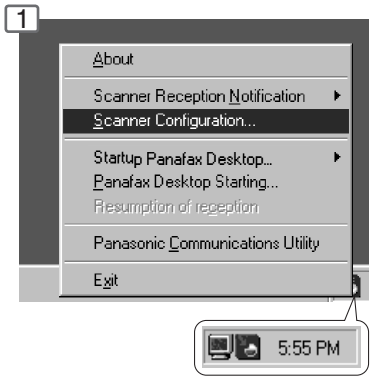
- Contact your authorized service provider for details on combinations of options.

Network Scanner (Option)

Registering your PC/Document Scanning

■ Registering your PC

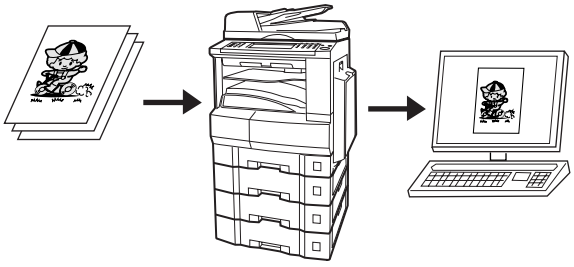
When the Panasonic Document Management System (PDMS) is installed on the provided CD-ROM, starts the Panasonic communication utility and, it is possible to register the your PC of use to the knitting machine by setting network scanner.

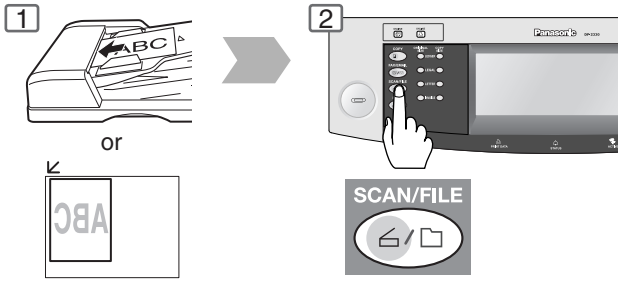


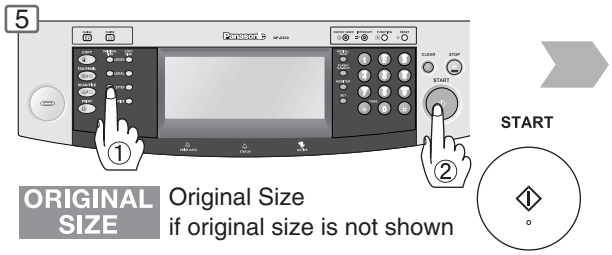
① Right-click on the icon.
② Select Scanner Configuration....

■ Document Scanning

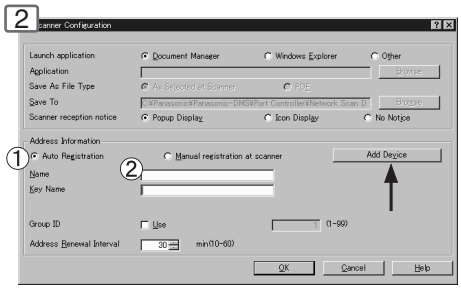
When Panasonic Document Management System (PDMS) is installed and configured on your PC, document(s) can be scanned from the DP-2330/3030 to PC.
When using the network scanner, it is necessary first to make the Panasonic Communication Utility software start on your PC.



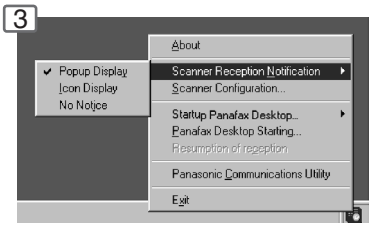




ORIGINAL SIZE Original Size
if original size is not shown



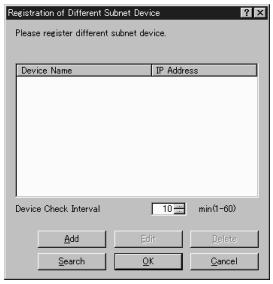
① Select “Auto Registration”.
② Set the PC and Key Name to be saved on the machine.
When the DP-2330/3030 is installed on a different subnet mask* of the network (LAN), Select "Add Device" then, register the machine by following the steps below.
③ Click OK.



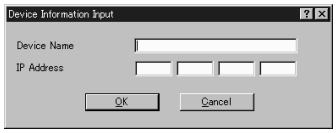
Right-click on the Panasonic Communications Utility icon, and select one of the Scanner Reception Notifications (Pop up Display or Icon Display).

NOTE:
∗ Consult your system administrator for detail of your subnet mask.

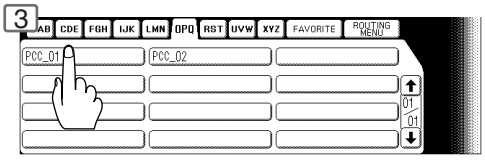
When the DP-2330/3030 is installed different subnet mask* of the network.



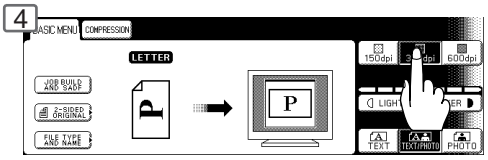
Click "Add".



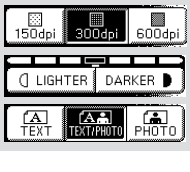
① Input the machine's Device Name and IP Address.
② Click OK.
Returns to the screen on the left.
③ Click OK.
Returns to the Scanner Configuration screen above.



Select a destination (PC)*
∗ A destination will be indicated
NOTE:
The Panasonic Communication Utility software is not started on your PC, a destination is not shown on the Touch Panel Display.



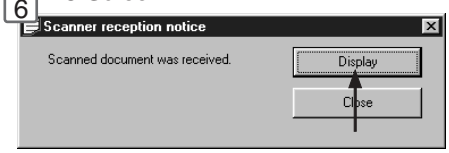
Select a Mode if required

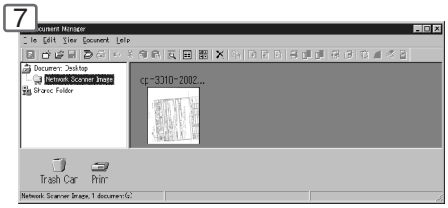


Resolution*
Exposure
Original mode

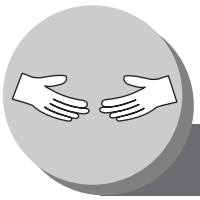
2 Sided Original
Thin Original
∗150dpi: Text mode only.

PC Screen





Refer to PDMS Operating Instructions on the CD-ROM.



Problem Solving

Troubleshooting

Check	Action
Unit Does Not Operate	
Does the display light?	Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light) and displays are turned OFF? (See page 54)	Press Energy Saver key on the control panel.
Does any of the U## codes and messages appear on the display? (U1, U4, U6, U7, U11....etc.)	Perform actions in accordance with each message.
Does the Add Staples indicator and message appear on the display?	Add Staples (See page 16) Remove all jammed staples. (See page 17)
Does the Add Paper indicator and message appear on the display?	Add paper. (See page 14)
Does the paper misfeed indicator and message appear on the display? or J##)	Remove the misfed paper. (See pages 18 - 21)
Does E#-## indicator and message appear on the display?	Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON. If the error code does not clear, call your Service provider.
The machine would not accept the next job during operation, instructed job would not be accepted for a long time period or job would not be completed.	Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON.
Light Copies	
Does the exposure indicator say “LIGHTER”?	Touch the “DARKER” button.
Does the Add Toner indicator and message appear on the display?	Replace the Toner Bottle. (See pages 16 and 17)

Check	Action

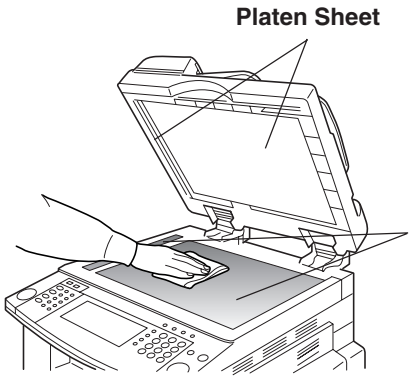
Marked Copies

Is the copier Platen Glass or Platen Sheet dirty?	Clean the Platen Glass or Sheet.
Is the original an OHP film or a dark original?	Cover the original with a sheet of white paper before copying or lighten the exposure setting.

■ If the measures outlined above do not solve the problem, call your Service provider.

Machine Care

■ As a rule, clean weekly.

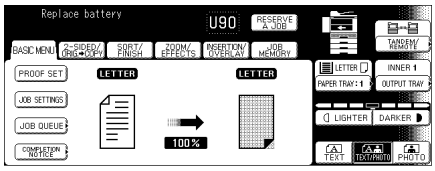


Platen Glass/Platen Sheet
① Wipe marks off with a cloth and a neutral detergent.
② Wipe again with a dry cloth.

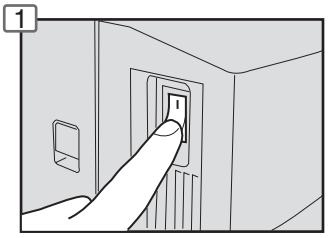
Problem Solving

Replacing the Battery/Set the Date and Time

The copier has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, the following message will be displayed.

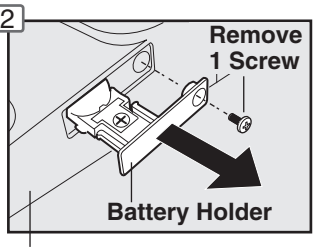


1



Turn the Power Switch on the Left Side of the machine to the OFF position.

2



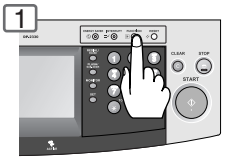
Right Side of Control Panel

⚠ CAUTION

Keep button batteries and small parts out of reach of children to prevent chocking or poisoning. If a button battery is swallowed accidentally, get medical treatment immediately.

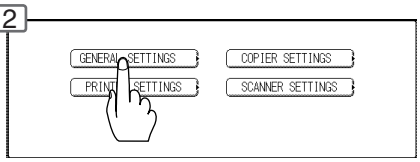
Setting the Date and Time (if required):

1



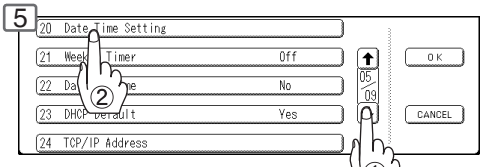
FUNCTION

2



GENERAL SETTINGS

5

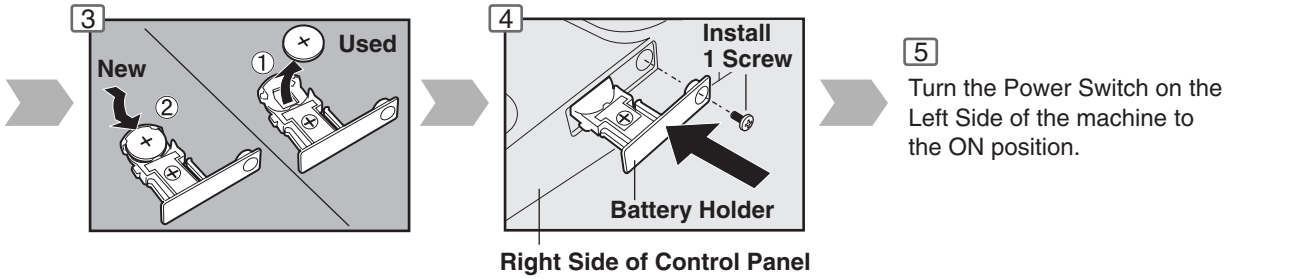


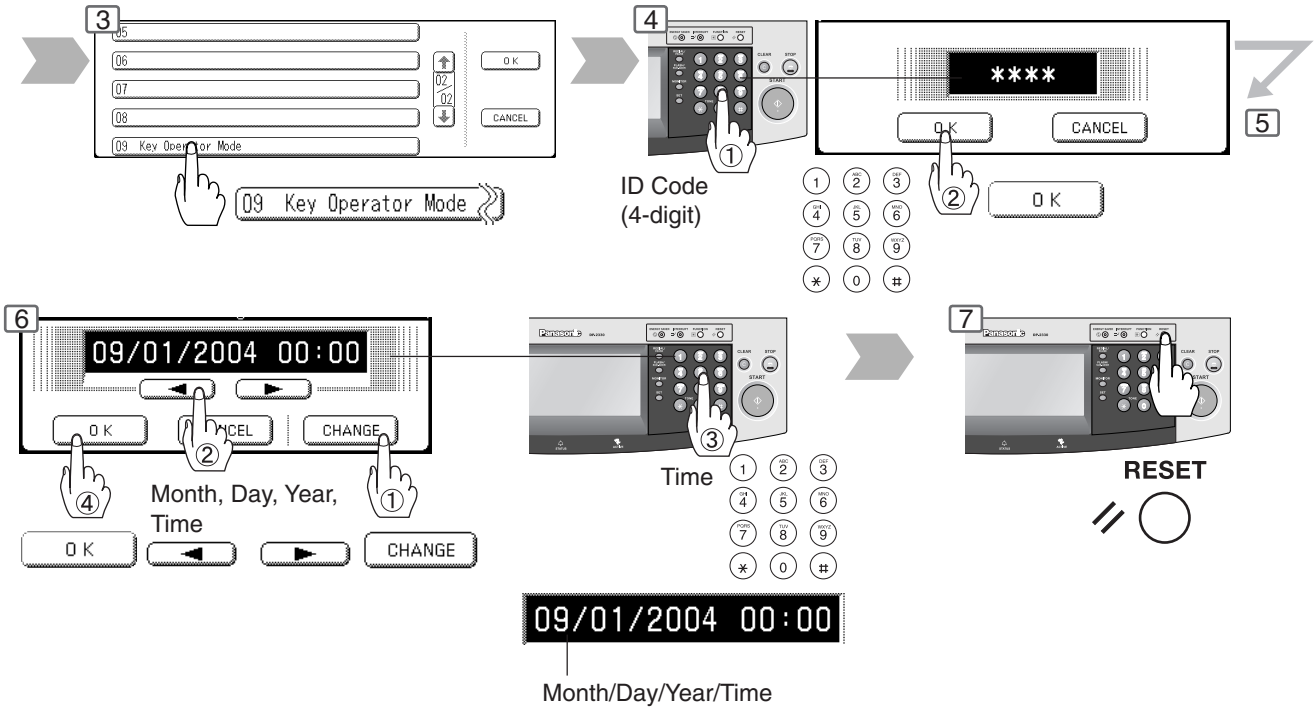
20 Date Time Setting

Scroll to 05/09

NOTE

● The service life of the battery is approximately 1 year under normal use.





⚠ CAUTION

denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. "IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS AND LOCAL REGULATIONS."

Others

Specifications

■ DP-2330/3030 (Copier)

Type:	Desk Top
Platen Type:	Fixed
Acceptable Originals:	Sheets, Books (max. Ledger)
Copying Method:	Laser Electrophotography
Fixing Method:	Heat Roller Fixing
Imaging Method:	Dry-Type Dual components imaging
Resolution:	Max. 600 dpi
Operation Panel:	Touch Panel Display
Maximum Copy Size:	Ledger - Invoice via Paper Tray
Void Area:	Max. 0.2″ (5 mm)
Warm Up Time:	Approx. 35 seconds (68°F/20°C)
First Copy Time:	Less than 4.5 seconds (Letter ▯, from 1st Tray to Inner Tray)
Multi-Copy Speed:	DP-2330 : 23 cpm (Letter size) DP-3030 : 30 cpm (Letter size)
Enlargement Ratios:	Preset: 121%, 129%, 155%, 200% Variable: from 101% to 400% in 1% increments
Reduction Ratios:	Preset: 79%, 77%, 65%, 61%, 50% Variable: from 99% to 25% in 1% increments
Paper Feed:	Paper Tray (550 sheets × 2) + Sheet Bypass (50 sheets)
Paper Weight:	Paper Tray: 16 - 24 lb (Bypass: 15 - 35 lb)
Quantity Selector:	Max. 999 sheets (Output Tray capacity is 250 sheets)
Electrical Consumption:	AC 120V, 60Hz, 12A
Energy Consumption:	Max. 1.45 kW, 18 Wh in Sleep Mode
Dimensions (W)(D)(H):	23.6″ (W) × 27.8″ (D) × 27.4″ (H) (599 × 707 × 697 mm)
Mass (Weight):	158 lb (72 kg)
Operating Environment:	Temperature: 50°F (10°C) - 86°F (30°C) Relative Humidity: 30% - 80% (However, the humidity should be 70% or less at a temperature of 86°F (30°C), and the temperature should be 80°F (27°C) or less at a humidity level of 80%.)

● Specifications are subject to change without notice.

■ ADF (Standard)

	ADF
Tray Capacity:	Letter, Invoice: 50 sheets (20 lb) Ledger, Legal: 30 sheets (20 lb)
Paper Size:	Invoice/Letter/Legal/Ledger
Paper Weight:	14 – 28 lb
Electrical Requirements:	Supplied from the copier
Dimensions (W)(D)(H):	21.7″ (W) × 20.5″ (D) × 5.3″ (H) (552 × 520 × 135 mm) (without Tray)
Mass (Weight):	20.5 lb (9.3 kg)

■ 1-Bin Finisher (DA-FS300)

Paper Size:	Letter/Legal/Ledger
Paper Weight:	16 – 24 lb
Stacking Capacity:	Letter: 500 sheets, Legal: 250 sheets, Ledger: 250 sheets
Staple Sort :	Letter: 30 sheets, Legal: 20 sheets, Ledger: 20 sheets
Electrical Requirements:	Supplied from the copier
Dimensions (W)(D)(H):	7.1″ (W) × 19.7″ (D) × 10.1″ (H) (182 × 498 × 257 mm)
Mass (Weight):	22.0 lb (10 kg)

■ 3rd/4th Paper Feed Module (DA-DS305/DA-DS306)

Paper Size:	Invoice/Letter/Legal/Ledger	
Paper Weight:	16 – 24 lb	
Electrical Requirements:	Supplied from the copier	
Dimensions (W)(D)(H):	21.7″ (W) × 23.5″ (D) × 5.8″ (H) (550 × 596 × 147 mm)	21.7″ (W) × 23.5″ (D) × 6.8″ (H) (550 × 596 × 173 mm)
Mass (Weight):	18.7 lb (8.5 kg)	19.8 lb (9.0 kg)

● Specifications are subject to change without notice.

Others

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IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear side of machine. For your convenience, space is provided below to record information you may need in the future.

Model No.

Serial No.

Date of Purchase

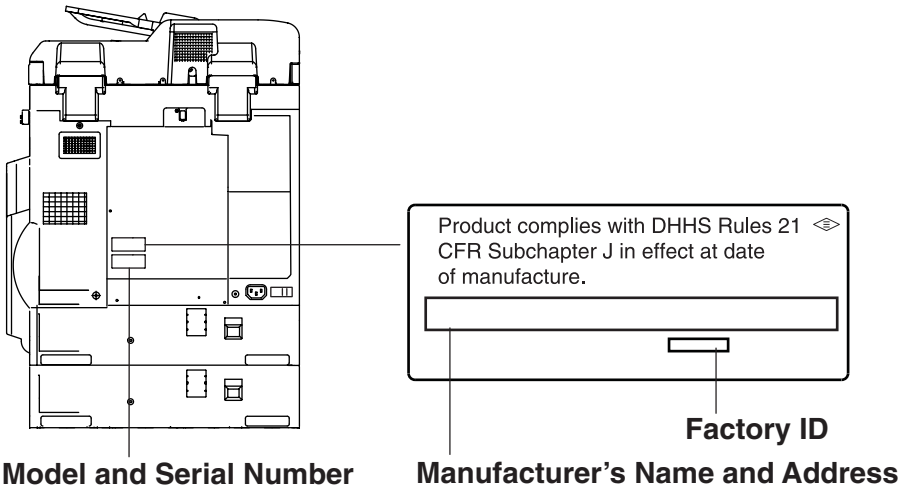
Dealer

Address

Telephone Number
( )

Supplies Telephone Number
( )

Service Telephone Number
( )



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